

# Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### HARDWICK PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

22/06/21

and recorded as minute reference:

6.6

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

AA GYM

Clerk

LG 800

WWW.HARDWICK-CAMBS.ORG.UK AVAILABLE WEBSITE / WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2020/21 for

### HARDWICK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	164,975	366,188	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	60,366	60,366	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	241,272	32,033	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,684	7,796	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	94,741	68,802	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	366,188	381,989	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	310,607	384,405	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	697,231	697,235	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

02/06/21

I confirm that these Accounting Statements were approved by this authority on this date:

22/06/21

as recorded in minute reference:

MINUTE 6 REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# **HARDWICK PARISH COUNCIL CASH BOOK RECONCILIATION** FY 2021

## **Reconciliation from cash book**

balance b/f	310607.46
receipts	144092.74
payments (inc o/s at bank)	-70294.75
balance c/f	<u>384405.45</u>

O/S	-7705.39
UNITY CURRENT	266692.52
CURRENT AC	0.00
DEPOSIT AC	0.00
CCB AC	97418.32
BOND	28000.00
C/F	<u>384405.45</u>

B/F Bank & cash	310607.46
Receipts	144092.74
	<u>454700.20</u>

Payments	70294.75
C/F	384405.45
	<u>454700.20</u>

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RECONCILIATION BETWEEN BOX 7 & BOX 8 IN SECTION 2  
HARDWICK PARISH COUNCIL FY2021

INCOME & EXPENDITURE ACCOUNTS

BOX 7: BALANCES BROUGHT FORWARD

381988.67

DEBTORS

HMRC	5694.77
HARDWICK FC	250.00
HARDWICK FC	250.00
HARDWICK FC	250.00
RESIDENT	385.00
SCDC	10672.51
HSSC	1264.62

RECEIPTS IN ADVANCE 0.00

TOTAL DEDUCTIONS

18766.90

CREDITORS

TEES LAW	750.00
S106 DEED OF VARIATION	2,000.00
S106 DEED OF VARIATION	2,000.00
OAKES AND WATSON	1,356.00
PLAYSAFETY LTD	346.00
ZETA LIGHTING	4,664.00
SHAW AND SONS	35.00
LGS SERVICES	1,133.48
ALLEN PYKE	1,908.00
DB ROOFING	6,191.20
J WAKELING	800.00

PAYMENTS IN ADVANCE

0.00

TOTAL ADDITIONS

21183.68

BOX 8: TOTAL CASH AND SHORT TERM INVESTMENTS

384405.45

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02/06/21

**HARDWICK PARISH COUNCIL  
BALANCES AT 31 MARCH 2021**

**INCOME & EXPENDITURE ACCOUNTS**

2019/2020		2020/2021
185833.49	Unity Trust Current	266692.52
546.44	Lloyds Deposit	0.00
96413.54	Cambs & Counties 60 Day	97418.32
28000.00	Bond	28000.00
-186.01	Outstanding at bank	-7705.39
<b>310607.46</b>		<b>384405.45</b>
	Debtors	
13815.19	HMRC (VAT)	5694.77
47829.18	Other	13072.13
	Payments in advance	
<b>61644.37</b>		<b>18766.90</b>
<b>372251.83</b>	<b>Total Assets</b>	<b>403172.35</b>
-6064.17	Creditors	-21183.68
0.00	Income in advance	0.00
<b>366187.66</b>	<b>Total Assets less Liabilities</b>	<b>381988.67</b>
<b><u>366187.66</u></b>	<b>Net Assets</b>	<b><u>381988.67</u></b>
164975.03	Balance at 1 April B/F	366187.66
301637.67	ADD: Total Income	92398.99
-100425.04	DEDUCT: Total Expenditure	-76597.98
<b><u>366187.66</u></b>		<b><u>381988.67</u></b>

**I&E Reserves**

S106 Lark Rise Community space contribution (received 28/01/14)	0.00
S106 Land adj 3 Lark Rise Community Space contribution(2/2016)	0.00
S106 Land Adj 311 St Neots Road POS contribution (received 12/04/16)	1815.33
S106 Land Adj 311 St Neots Road community space contribution (received 12/04/16)	815.75
S106 Grace Crescent - Community Facilities (24/9/19)	144719.13
S106 Grace Crescent - Community Bus (24/9/19)	26388.89
S106 Grace Crescent - Community Bus (26/3/2021)	0.00
S106 Community Transport	10672.51
P3 Scheme (Parish Paths Partnership)	769.02
Special Projects (FY18)	5000.00
Special Projects - Community Hall Operating and fitout Costs	29922.26
Transport consultant (S136 & S222)	0.00
Advertising - Village Plan (FY19)	0.00
Speedwatch and CCC survey/LHI	852.88
HH Advertising Received in Error	0.00
Advertising (FY20)	420.00
Ground maintenance (FY20)	0.00
Play Park Phase 3	0.00
Resident - Tree Replanting	0.00
Millers Way Surface	17311.30
General Fund	143301.60
<b>Total</b>	<b>381988.67</b>

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**Income & Expenditure Account for year ending 31 March 2021**

<b>2019/2020</b>		<b>2020/2021</b>
	<b>Income</b>	
60366.00	PRECEPT	60366.00
0.00	ADVERTISING	0.00
4250.00	RECREATION GROUND	1514.62
2511.78	INTEREST	1004.88
0.00	SPECIAL PROJECTS/ GRANTS/INSURANCE	0.00
23.68	GENERAL ADMIN/MISC	23.68
47652.88	MISC RESERVES	29489.81
186833.33	S106	0.00
<b><u>301637.67</u></b>	<b>Total Income</b>	<b><u>92398.99</u></b>
	<b>Expenditure</b>	
5683.56	SALARIES	7795.97
30.00	ADVERTISING	1070.93
6301.33	GENERAL ADMIN	5385.62
11784.96	ADMIN SUPPORT	12114.96
22259.58	ASSETS & LAND MAINT	26973.97
0.00	SPECIAL PROJECTS	9481.41
750.00	S137	500.00
53615.61	RESERVES	13275.12
<b><u>100425.04</u></b>	<b>Total Expenditure</b>	<b><u>76597.98</u></b>
<b><u>201212.63</u></b>	Excess (Deficit) of Income over Expenditure for the year	<b><u>15801.01</u></b>

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HARDWICK PARISH COUNCIL RECEIPTS FY ENDING FY2021												
DATE	REF	GROSS	VAT	NET	ADVERTISING	AGENCY SERVICES	MISC	INTEREST	PRECEPT	SPECIAL PROJECTS	ASSETS MAINTENANCE	PITCHES & RENT RESERVES
	Outstanding at Bank FY2020											
	Total Outstanding at Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DEBTORS FY20											
	HMRC	13815.19	13815.19	0.00								
	HARDWICK FC	250.00		250.00								250.00
	HARDWICK FC	250.00		250.00								250.00
	FCC	47329.18		47329.18								47329.18
	TOTAL DEBTORS FY2020	61644.37	13815.19	47829.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47329.18
	RECEIPTS FY2021											
22/04/2020	1 SCDC	15091.50		15091.50					15091.50			
29/04/2020	2 FCC	47329.18		47329.18								47329.18
14/04/2020	3 LLOYDS	0.02		0.02				0.02				
12/05/2020	4 LLOYDS	0.02		0.02				0.02				
14/05/2020	5 SCDC	15091.50		15091.50					15091.50			
10/06/2020	6 LLOYDS	0.02		0.02				0.02				
10/07/2020	7 LLOYDS	0.02		0.02				0.02				
10/08/2020	8 RESIDENT	126.00		126.00								126.00
12/08/2020	9 RESIDENT	600.00		600.00								600.00
21/08/2020	10 UKPN	23.68		23.68			23.68					
11/08/2020	11 LLOYDS	0.02		0.02				0.02				
01/09/2020	12 B VINCENT ROOFING	150.00		150.00								150.00
23/09/2020	13 SCDC	30183.00		30183.00					30183.00			
24/09/2020	14 RESIDENT	35.00		35.00								35.00
31/08/2020	15 CAMBS AND COUNTIES	490.37		490.37				490.37				
26/10/2020	16 RESIDENT	35.00		35.00								35.00
24/11/2020	17 RESIDENT	35.00		35.00								35.00
24/12/2020	18 HMRC	35.00		35.00								35.00
29/12/2020	19 RESIDENT	16936.70		16936.70								35.00
24/01/2021	20 RESIDENT	35.00		35.00								35.00
24/02/2021	21 PERSIMMON HOMES	35.00		35.00								35.00
10/03/2021	22 MILLERS WAY SURFACE	17311.30		17311.30								17311.30
24/03/2021	23 RESIDENT	35.00		35.00								35.00
31/03/2021	24 CAMBS AND COUNTIES	514.41		514.41				514.41				
	TOTAL RECEIPTS	144092.74	16936.70	127156.04	0.00	0.00	23.68	1004.88	60366.00	0.00	0.00	65761.48
	Outstanding at Bank											
	Total Outstanding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DEBTORS FY2021											
	HMRC	5694.77		5694.77								
	HARDWICK FC	250.00		250.00								250.00
	HARDWICK FC	250.00		250.00								250.00
	HARDWICK FC	250.00		250.00								250.00
	RESIDENT	385.00		385.00								385.00

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DATE	HARDWICK PARISH COUNCIL PAYMENTS FY2021	REF PAYEE	GROSS	VAT	NET	AGENCY SERVICES	MISC	ADMIN SUPPORT	GENERAL ADMIN	ADVERTISING	MAINTENANCE & TREES	REPAIRS & ASSETS MAINT.	STREETLIGHTS	SPECIAL PROJECTS	S137	CONTINGENCY	RESERVES
	CREDITORS FY2020																
	CAMBOURNE PC	MOVE DOG BIN			45.54									45.54			
	CCC	LHI			1,250.00						750.00			1,250.00			
	TEES LAW	EASEMENT FEES			750.00							400.00					
	SHARPS PROPERTY SERVICES	PHONE BOX REFURB			400.00												
	HARDWICK SCHOOL	ROOM HIRE			80.62												
	LGS SERVICES	ADMIN SUPPORT - MARCH			1,142.01			1,002.08									
	OAKES AND WATSON	TREE REMOVAL			680.00						680.00						
	EASTERN TREE SURGERY	TREE SURVEY			1,250.00						1,250.00						
	LGS SERVICES	PAYROLL			120.00							346.00					
	PLAYSAFETY LTD	ROSPA INSPECTION			346.00												
	TOTAL CREDITORS FY2020				5,064.17	0.00	340.55	1,002.08	0.00	0.00	2,680.00	746.00	0.00	1,295.54	0.00	0.00	0.00
	OUTSTANDING AT BANK FY2020																
	SALARIES & PENSION	DETAIL IN CONFIDENTIAL CASH BOOK	186.01		186.01												
	TOTAL OUTSTANDING FY2020		186.01	0.00	186.01	0.00	0.00	0.00	186.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PAYMENTS FY2021																
	SALARIES & PENSION	DETAIL IN CONFIDENTIAL CASH BOOK	7,795.97		7,795.97												
28/04/2020	HARDWICK SCHOOL	ROOM HIRE	80.62		80.62												
28/04/2020	LGS SERVICES	ADMIN SUPPORT - MARCH	1,370.41	228.40	1,142.01			1,002.08									
28/04/2020	SSE	STREETLIGHT ELECTRICITY	80.24	3.50	76.44								76.44				
28/04/2020	IGIDDINGS	EXPENSES - TREE PLANTING	4.40		4.40							4.40					
28/04/2020	OAKES AND WATSON	TREE REMOVAL	816.00	136.00	680.00						680.00						
28/04/2020	EASTERN TREE SURGERY	TREE SURVEY	1,500.00	250.00	1,250.00						1,250.00						
28/04/2020	RH LANDSCAPES	GRASSCUTTING	936.00	156.00	780.00						780.00						
28/04/2020	LGS SERVICES	PAYROLL	144.00	24.00	120.00												
26/05/2020	PLAYSAFETY LTD	ROSPA INSPECTION	415.20	69.20	346.00							346.00					
26/05/2020	LGS SERVICES	ADMIN SUPPORT - APRIL	1,370.47	228.41	1,142.06			1,002.08									
26/05/2020	SSE	STREETLIGHT ELECTRICITY	80.24	3.80	76.44												
26/05/2020	CCC	STREETLIGHT ELECTRICITY - APRIL	138.53		138.53												
23/06/2020	CCC	STREETLIGHT ELECTRICITY - MAY	82.75	3.92	78.83												
23/06/2020	RH LANDSCAPES	GRASSCUTTING	906.00	151.00	755.00						755.00						
23/06/2020	LGS SERVICES	ADMIN SUPPORT - MAY	1,379.84	229.86	1,149.98			1,002.08									
23/06/2020	W LEWIS	INTERNAL AUDIT	340.00		340.00												
30/06/2020	UNITY TRUST	SERVICE CHARGE	18.00		18.00												
19/06/2020	SSE	STREETLIGHT ELECTRICITY - JUNE	80.24	3.80	76.44												
26/07/2020	AVA	ARCHITECT FEE	2,832.00	472.00	2,360.00												
26/07/2020	SDDC	LITTER AND BIN EMPTYING	156.00		156.00							156.00					
26/07/2020	CHRIS FULLER	REIMBURSE WEEDEKILLER & MOSS TRE	52.74		52.74						52.74						
26/07/2020	LGS SERVICES	ADMIN SUPPORT - JUNE	1,366.40	227.62	1,138.78			1,002.08									
26/07/2020	KOMPAN	PLAY EQUIPMENT SPARES	52.40	10.40	52.00												
26/07/2020	CAPALC	TRAINING	76.00		75.00												
25/08/2020	SSE	STREETLIGHT ELECTRICITY	87.47	4.14	83.33												
25/08/2020	ARD PLAYGROUNDS	PLAY EQUIPMENT REPAIRS	1,810.92	301.82	1,509.10												
25/08/2020	LGS SERVICES	ADMIN SUPPORT - JULY	1,402.95	233.34	1,169.61			1,002.08									
25/08/2020	OAKES AND WATSON	TREE BRANCH REMOVAL	144.00	24.00	120.00						120.00						
25/08/2020	RPM	SKATE PARK CONCRETE	420.00	70.00	350.00												
25/08/2020	RH LANDSCAPES	GRASSCUTTING	1,740.00	290.00	1,450.00						1,450.00						
25/08/2020	JAMES WAKELING	BRAMLEY WAY RUBBISH CLEARANCE	80.00		80.00						80.00						
22/09/2020	IGIDDINGS	EXPENSES - PUMP REPAIR	5.91	0.99	4.92												
22/09/2020	CCC	LHI 1920 - IWAS	1,250.00		1,250.00									1,250.00			
22/09/2020	CCC	SPEEDWATCH SIGNS	421.12		421.12												
22/09/2020	COMMAND PEST CONTROL	ST MARY'S WASP NEST	48.00	8.00	40.00												
22/09/2020	ALGAR SIGNCRAFT	PLAYGROUND SIGNS	178.20	29.70	148.50												
22/09/2020	LGS SERVICES	ADMIN SUPPORT - AUGUST	1,494.60	248.09	1,246.51			1,092.08									
22/09/2020	HARDWICK HAPPENINGS	ADVERTISING RECEIVED IN ERROR	150.00		150.00												
29/09/2020	ZURICH	INSURANCE	2,169.68		2,169.68												
29/09/2020	D.WELLBELOVE	EXPENSES - SIGN INSTALL	15.40		15.40												
29/09/2020	SSE	STREETLIGHT ELECTRICITY	77.90	3.70	74.20												
30/09/2020	UNITY TRUST	SERVICE CHARGE	18.00		18.00												
27/10/2020	CAPALC	TRAINING	30.00		30.00												
27/10/2020	A JOOLIA	EXPENSES - EMAIL	129.60	21.60	108.00												
27/10/2020	RH LANDSCAPES	GRASSCUTTING	1,842.00	307.00	1,535.00						1,535.00						
27/10/2020	IGIDDINGS	EXPENSES	62.99	10.50	52.49												
27/10/2020	RPM	PLAY EQUIPMENT REPAIRS	324.00	54.00	270.00												
27/10/2020	OAKES AND WATSON	TREE WORKS - SKATE PARK	456.00	76.00	380.00						380.00						

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HARDWICK PARISH COUNCIL PAYMENTS FY2021																	
DATE	REF	PAYEE	GROSS	VAT	NET	AGENCY SERVICES	MISC	ADMIN SUPPORT	GENERAL ADMIN	ADVERTISING	GROUNDWORKS MAINTENANCE & TREES	REPAIRS & ASSETS MAINT.	STREETLIGHTS	SPECIAL PROJECTS	S107	CONTING'Y	RESERVES
27/10/2020		I GIDDINGS	9.45		9.45												
27/10/2020		LGS SERVICES	1,386.04	231.01	1,155.03		152.95	1,002.08			9.45						
27/10/2020	DD	STREETLIGHT ELECTRICITY	80.24	3.80	76.44								76.44				
27/10/2020		COMMAND PEST CONTROL	48.00	8.00	40.00							40.00					
27/10/2020		RH LANDSCAPES	624.00	104.00	520.00						520.00				500.00		
27/10/2020		SCOUTS	500.00		500.00												
27/10/2020		HARDWICK HAPPENINGS	1,000.00		1,000.00					1,000.00							
27/10/2020		PLAYGROUND REPAIR	156.00	26.00	130.00							130.00					
24/11/2020		RH LANDSCAPES	474.00	79.00	395.00						395.00						
24/11/2020		LGS SERVICES	1,332.26	221.92	1,110.34		108.26	1,002.08									
24/11/2020		PKF LITTLEJOHN	960.00	160.00	800.00		800.00										
24/11/2020		MEL POOLEY	275.00		275.00						275.00						
24/11/2020	DD	STREETLIGHT ELECTRICITY	85.12	4.04	81.08								81.08				
24/11/2020		TOWN & COUNTRY TREE SURGERY	7,002.00	1,167.00	5,835.00						5,835.00						
24/11/2020		SEARLE	750.00	125.00	625.00							625.00					
24/11/2020		COMMAND PEST CONTROL	66.00	11.00	55.00							55.00					
08/12/2020		ARCHITECT FEE	2,832.00	472.00	2,360.00												2,360.00
08/12/2020	DD	STREETLIGHT ELECTRICITY	77.90	3.70	74.20								74.20				
08/12/2020		OAKES AND WATSON	264.00	44.00	220.00						220.00						
08/12/2020		R KING	903.75		903.75							903.75					
31/12/2020	DD	UNITY TRUST	18.00		18.00		18.00							27.95			
26/01/2021		BOOK OF CONDOLENCE	33.54	5.59	27.95												
26/01/2021		SHAW AND SONS	231.27	1,157.47			155.39	1,002.08									
26/01/2021		LGS SERVICES	1,388.74	231.27	1,157.47		95.00	1,002.08									
26/01/2021		ADMIN SUPPORT NOVEMBER 2020	1,316.22	219.14	1,097.08												
26/01/2021		ADMIN SUPPORT DECEMBER 2020	1,097.08	182.00	910.00							910.00					
26/01/2021		PLAY EQUIPMENT REPAIRS	813.38		813.38							813.38					
26/01/2021		PAVILION DOORS - BALANCE	6.05	1.01	5.04								5.04				
05/01/2021	DD	STREETLIGHT ELECTRICITY	34.61	1.63	32.98								32.98				
26/01/2021	DD	ONLINE MAPPING	63.00	10.50	52.50		52.50										
26/01/2021		SKATE PARK WELDING	780.00	130.00	650.00							650.00					
23/02/2021		PAVILION ROOF EMERGENCY REPAIR	387.16		387.16							387.16					
23/02/2021		EXPENSES	73.42		73.42		2.49			70.93							
23/02/2021		ADMIN SUPPORT	1,328.14	221.36	1,106.78		104.70	1,002.08									
23/02/2021	DD	DPA	35.00		35.00		35.00				185.00						
28/02/2021		POND CLEARANCE	222.00	37.00	185.00												
22/02/2021	DD	STREETLIGHT ELECTRICITY	8.53	1.42	7.11								7.11				
28/03/2021		ARCHITECT FEE	5,664.00	944.00	4,720.00												4,720.00
28/03/2021		CRADLE SEAT REPAIR	288.00	48.00	240.00							240.00					
28/03/2021		RPM	1,450.27	241.48	1,208.79		206.71	1,002.08									
28/03/2021		LGS SERVICES	6.74	0.32	6.42								6.42				
21/03/2021	DD	STREETLIGHT ELECTRICITY	18.00		18.00		18.00										
31/03/2021	DD	SERVICE CHARGE															
TOTAL PAYMENTS (INCLUDING O/S AT BANK)			70,294.75	8,816.28	61,478.47	0.00	5,594.77	12,114.96	7,795.97	1,070.93	14,522.19	7,703.10	887.48	1,277.95	500.00	0.00	10,011.12
OUTSTANDING AT BANK																	
28/03/2021		SALARIES & PENSION	303.12		303.12				303.12								
28/03/2021		DETAIL IN CONFIDENTIAL CASH BOOK	5,664.00	944.00	4,720.00												
28/03/2021		ARCHITECT FEE	288.00	48.00	240.00												
28/03/2021		CRADLE SEAT REPAIR	1,450.27	241.48	1,208.79		206.71	1,002.08				240.00					4,720.00
28/03/2021		ADMIN SUPPORT															
TOTAL OUTSTANDING			7705.39	1233.48	6471.91	0.00	206.71	1002.08	303.12	0.00	0.00	240.00	0.00	0.00	0.00	0.00	4720.00

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# Hardwick Assets Register FY2021

	Location	Notes	FY2020	FY2021
SWINGS	EGREMONT ROAD PLAY AREA			
BENCH	EGREMONT ROAD PLAY AREA		700.00	700.00
BENCH	EGREMONT ROAD PLAY AREA		700.00	700.00
YELLOW BIN	EGREMONT ROAD PLAY AREA			
IGLOO CLIMBING FRAME	EGREMONT ROAD PLAY AREA		2900.00	2900.00
TODDLER + TANGO SWING	EGREMONT ROAD PLAY AREA	Installed FY18 - KOMPAN PHASE 1	7535.64	7535.64
SPINNER BOWL - GREEN	EGREMONT ROAD PLAY AREA	Installed FY18 - KOMPAN PHASE 1	729.00	729.00
DAISY ROCKER + SAFETY	EGREMONT ROAD PLAY AREA	Installed FY18 - KOMPAN PHASE 1	1021.00	1021.00
TODDLER CASTLE + SAFE	EGREMONT ROAD PLAY AREA	Installed FY18 - KOMPAN PHASE 1	5951.00	5951.00
SEE-SAW + SAFETY SURF	EGREMONT ROAD PLAY AREA	Installed FY18 - KOMPAN PHASE 1	3710.00	3710.00
BLOQS 3 - LIME GREEN	EGREMONT ROAD PLAY AREA	Installed FY19 - KOMPAN PHASE 2	6780.00	6780.00
FOUR TOWER	EGREMONT ROAD PLAY AREA	Installed FY19 - KOMPAN PHASE 2	13990.50	13990.50
SAFETY SURFACE (FOUR	EGREMONT ROAD PLAY AREA	Installed FY19 - KOMPAN PHASE 2	10877.36	10877.36
METAL FENCING	EGREMONT ROAD PLAY AREA	Installed FY18	6414.49	6414.49
NO DOGS SIGN	EGREMONT ROAD PLAY AREA		100.00	100.00
PC CONTACT SIGN	EGREMONT ROAD PLAY AREA		100.00	100.00
SUPERNOVA	EGREMONT ROAD PLAY AREA	Installed Kompan Phase 3	2823.06	2823.06
STEEL SWING WITH 5 SEA	EGREMONT ROAD PLAY AREA	Installed Kompan Phase 3	4541.00	4541.00
CABLEWAY WITH START S	EGREMONT ROAD PLAY AREA	Installed Kompan Phase 3	11444.00	11444.00
ROUND ABOUT NET	EGREMONT ROAD PLAY AREA	Installed Kompan Phase 3	5868.00	5868.00
SAFETY SURFACING PHAS	EGREMONT ROAD PLAY AREA	Installed Kompan Phase 3	11056.00	11056.00
All weather pitch	EGREMONT RD AT REAR OF PAVILION		20000.00	20000.00
PAVILION	EGREMONT RD		420000.00	420000.00
PAVILION CONTENTS	EGREMONT RD		2182.91	2182.91
RAILINGS	IN FRONT OF PAVILION / CAR PARK		9000.00	9000.00
BIN	REC AT REAR OF PAVILION		400.00	400.00
CCTV SIGN	PAVILION CAR PARK RAILINGS		400.00	400.00
BIN	REC IN FRONT OF PAVILION		450.00	450.00
BENCH	REC IN FRONT OF PAVILION		300.00	300.00
BENCH	REC IN FRONT OF PAVILION		300.00	300.00
BIN	REC IN FRONT OF PAVILION		450.00	450.00
BOOT CLEANER/SCRAPER	REC IN FRONT OF PAVILION		150.00	150.00
CCTV SIGN	ON CCTV POLE NEAR PAVILION MAIN DOOR		150.00	150.00
BIN	IN FRONT OF PAVILION / NEAR MAIN DOOR		450.00	450.00
DOG BIN	REC LIMES RD SIDE / NE CORNER		170.00	170.00
NO GOLF SIGN	REC LIMES RD SIDE / NE CORNER		100.00	100.00
BIN	REC LIMES RD SIDE / N MIDDLE		450.00	450.00
BENCH	REC LIMES RD SIDE / N MIDDLE		300.00	300.00
NO GOLF SIGN	REC LIMES RD SIDE / N MIDDLE		100.00	100.00
BIN	REC LIMES RD SIDE / NW CORNER		450.00	450.00
BENCH	REC LIMES RD SIDE / NW CORNER		300.00	300.00
DOG BIN	REC LIMES RD SIDE / NW CORNER		170.00	170.00
CCTV SIGN	ON RAILINGS NEAR EGREMONT RD LAYBY		150.00	150.00
NO GOLF SIGN	NEAR EGREMONT RD LAYBY		100.00	100.00
NO VEHICLES SIGN	NEAR EGREMONT RD LAYBY		200.00	200.00
DOG BIN	NEAR EGREMONT RD LAYBY		170.00	170.00
BIN	NEAR EGREMONT RD LAYBY		250.00	250.00
DOG FOULING SIGN	REC SW CORNER		50.00	50.00
DOG BIN	REC SW CORNER		170.00	170.00
NO GOLF SIGN	REC SW CORNER / ABOVE DOG BIN		100.00	100.00
CCTV RECORDER	PAVILION OFFICE		3151.28	3151.28
CCTV MONITOR	PAVILION OFFICE (inc above)			
SAFE	PAVILION OFFICE		500.00	500.00
CCTV (all outdoor cameras)	NEAR SKATE PARK		3151.28	3151.28
BENCH	SKATE PARK			
HALF PIPE	SKATE PARK		13937.33	13937.33
BIN	REAR OF HALF PIPE		450.00	450.00
SKATE SIGN	REAR OF HALF PIPE		500.00	500.00
NO RAMPS SIGN	REAR OF HALF PIPE		50.00	50.00
SIGN	NEAR QUARTER PIPE		50.00	50.00
QUARTER PIPE	SKATE PARK		10300.00	10300.00
RAMP	SKATE PARK		10300.00	10300.00
FUN BOX	SKATE PARK		13937.33	13937.33
LIGHTS	ON REC OVERLOOKING SKATE PARK			

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LIGHTS	REAR OF HALF PIPE		
LIGHT	NEAR QUARTER PIPE		
SKATE SIGN	ON QUARTER PIPE	100.00	100.00
SWINGS	WORCESTER AVE PLAY AREA	2283.66	2283.66
CLIMBING BARS	WORCESTER AVE PLAY AREA	2090.58	2090.58
BIN	WORCESTER AVE PLAY AREA	450.00	450.00
NO DOGS SIGN	WORCESTER AVE PLAY AREA	100.00	100.00
PC CONTACT SIGN	WORCESTER AVE PLAY AREA	100.00	100.00
NO BALL GAMES SIGN	ELLISON LANE POS	100.00	100.00
PUMP	ELLISON LANE POS	1000.00	1000.00
PUBLIC NOTICE BOARD	ELLISON LANE POS	500.00	500.00
BENCH	GRENADIER WALK PLAY AREA	300.00	300.00
BIN	GRENADIER WALK PLAY AREA	450.00	450.00
PC CONTACT SIGN	GRENADIER WALK PLAY AREA	100.00	100.00
NO BALL GAMES SIGN	GRENADIER WALK PLAY AREA	150.00	150.00
NO DOGS SIGN	GRENADIER WALK PLAY AREA	50.00	50.00
SEE-SAW	GRENADIER WALK PLAY AREA	1045.28	1045.28
SWING	GRENADIER WALK PLAY AREA	4181.19	4181.19
BIN	GRENADIER WALK PLAY AREA	150.00	150.00
BIKE RACK	GRENADIER WALK PLAY AREA		
PUBLIC NOTICE BOARD	ELISON LN / LIMES RD JUNCTION	300.00	300.00
DOG BIN	CAMBRIDGE RD NEAR SCHOOL	170.00	170.00
BIN	CAMBRIDGE RD NEAR SCHOOL	300.00	300.00
BENCH	CAMBRIDGE RD NEAR SCHOOL	300.00	300.00
PUBLIC NOTICE BOARD	CAMBRIDGE RD NR SHOP	300.00	300.00
VILLAGE MAP	CAMBRIDGE RD NR SHOP	400.00	400.00
PC NOTICE BOARD	CAMBRIDGE RD NR SHOP	500.00	500.00
SMARTWATER SIGNS		36.00	36.00
BUS SHELTER	ST NEOTS RD NEAR DSA	3000.00	3000.00
DOG BIN	ST NEOTS ROAD OUTSIDE NUMBER 77	170.00	170.00
BIN	ST NEOTS RD / CAMBRIDGE RD JUNCTION	300.00	300.00
BENCH	ST NEOTS RD / CAMBRIDGE RD JUNCTION	500.00	500.00
BUS SHELTER	ST NEOTS RD / CAMBRIDGE RD JUNCTION		
BUS SHELTER	ST NEOTS RD / CAMBRIDGE RD JUNCTION	4221.00	4221.00
DOG BIN	O/S ASHCROFT VETS	170.00	170.00
DOG BIN	ST NEOTS RD NEAR WORCESTER AVE PATH	170.00	170.00
BUS SHELTER	ST NEOTS ROAD NR CSC/PETPACKS	2397.99	2397.99
BIN	NEXT TO CSC/PETPACKS BUS SHELTER	300.00	300.00
VILLAGE MAP	ST NEOTS RD WEST	400.00	400.00
BUS SHELTER	ST NEOTS RD WEST	2397.99	2397.99
CYCLE RACKS	NEXT TO ST NEOTS RD WEST BUS SHELTER	440.00	440.00
BIN	NEXT TO BUS SHELTER AT ST NEOTS RD /CAMBRIDGE RD	395.00	395.00
BIN	AT LAYBY ON ST NEOTS RD EAST OF CAMBRIDGE RD	395.00	395.00
BIN	NEXT TO BUS SHELTER ON ST NEOTS RD OPP DSA	395.00	395.00
BIN	OPP MERIDIAN CL	276.19	276.19
<b>Main Street</b>			
Public Notice Board	Main Street junction with Portway Rd	300.00	300.00
Bus Shelter	Main Street junction with Portway Rd	3000.00	3000.00
Bench	Main Street In front of Church	700.00	700.00
Bin	Main Street In front of Church	450.00	450.00
Village Sign	Main Street In front of Church	3000.00	3000.00
Millenium Sign	Main Street In front of Church	400.00	400.00
PUMP	Main Street In front of Church	1000.00	1000.00
DITCH GRILL	DITCH	200.00	200.00
DOG BIN	Main Street In front of Church	170.00	170.00
PHONE BOX	Main Street	1.00	1.00
<b>Church Play Area</b>			
BENCH	CHURCH PLAY AREA	300.00	300.00
NO KITE SIGN	CHURCH PLAY AREA	70.00	70.00
BIN	CHURCH PLAY AREA	450.00	450.00
COW ROCKER	CHURCH PLAY AREA	1109.00	1109.00
TRACTOR ROCKER	CHURCH PLAY AREA	1109.00	1109.00
SPINNING BOWL	CHURCH PLAY AREA	1500.00	1500.00

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EMBANKMENT SLIDE	CHURCH PLAY AREA	1672.46	1672.46
SPINNER 4 SEAT	CHURCH PLAY AREA	1379.00	1379.00
BUTTERFLY ROCKER	CHURCH PLAY AREA	1109.00	1109.00
SWINGS	CHURCH PLAY AREA	4181.19	4181.19
BENCH	CHURCH PLAY AREA	711.00	711.00
BENCH	CHURCH PLAY AREA	711.00	711.00
CHILDREN PLAYING SIGN	CHURCH PLAY AREA	50.00	50.00
NO BALL GAMES SIGN	LAXTON AVE POS	150.00	150.00
SALT SPREADER X2		106.06	106.06
HIVIS JACKETS	WITH PAT PORTLOCK	30.00	30.00
LITTER PICKING HOOPS	WITH PAT PORTLOCK	69.99	69.99
MORELOCK MVAS & TRIPC	WITH A EVERETT	2474.00	2474.00
SPEED WATCH CAMERA	WITH HARDWICK SPEEDWATCH	3000.00	3000.00
MISC SURFACING		5411.85	5411.85
SAFETY SURFACING	ALL AREAS	20000.00	20000.00
<b>LAND</b>			
Recreation Ground & Limes estate	POS	1.00	1.00
St Mary's	POS	1.00	1.00
Pond - Main Street		1.00	1.00
Millers Way			1.00

<b>TOTAL</b>	<b>697230.60</b>	<b>697234.60</b>
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Assets are valued at historic value

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