



# **Glastonbury Town Council**

**INCOME AND EXPENDITURE ACCOUNT**

**&**

**BALANCE SHEET**

**2022/2023**

*Published subject to Audit*

**GLASTONBURY TOWN COUNCIL**  
**INCOME AND EXPENDITURE ACCOUNT**  
**&**  
**BALANCE SHEET**  
**2022/2023**

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***INTERNAL AUDITORS***

Probusiness Accountants, 37 Chamberlain Street, Wells, Somerset, BA5 2PJ

***EXTERNAL AUDITORS***

PKF Littlejohn LLP, Westferry Circus, Canary Wharf, London E14 4HD

**GLASTONBURY TOWN COUNCIL**  
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**2022/2023**

**STATEMENT OF RESPONSIBILITIES FOR THE ACCOUNTS**

**The Town Council's Responsibilities**

The Town Council has a statutory duty under section 151 of the Local Government Act 1972 to appoint an officer to be responsible for the financial administration of the Council;

To manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets; and

To take reasonable steps for the prevention and detection of fraud and other irregularities.

For this Council that officer is the Responsible Financial Officer:

**The Responsible Financial Officer responsibilities**

The Responsible Financial Officer is responsible for the preparation of the financial statements of the Council, within the terms of the Local Government, England and Wales, Accounts and Audit (England) Regulations 2011 and which fairly represent the financial position of the Council at the accounting date and its income and expenditure for the year ended 31<sup>st</sup> March 2023.

In preparing this statement of accounts, the Responsible Financial Officer has:

- Selected suitable accounting policies, which have been applied throughout;
- And complied with the Regulations.
- The Responsible Financial Officer has also:
- Kept proper up to date accounting records;
- And undertaken a reconciliation with bank statements on a calendar monthly basis.

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**2022/2023**

**Introduction & certification:**

The Council's financial accounts for the year ended 31<sup>st</sup> March 2023 are set out on pages 4 to 8, the accounts include various explanatory notes.

Pages 9 to 11 comprise a detailed Revenue Account which does not form part of the statutory financial statements, but which is provided for additional information purposes only.

These accounts are prepared in accordance with the Accounts and Audit (England) Regulations 2011.

These accounts are published subject to internal and external audit.

I certify that these accounts present fairly the financial position of the Council and its Income and Expenditure for the year to 31<sup>st</sup> March 2023.

*Jane A Czornij*

***Responsible Financial Officer***

**Dated 21<sup>st</sup> June 2023**

I certify that these accounts have been approved by a resolution of the Council at the meeting held on 28<sup>th</sup> June 2023

**Mayor**

**Dated**

# GLASTONBURY TOWN COUNCIL

## SUMMARY INCOME & EXPENDITURE ACCOUNT - YEAR ENDED 31st MARCH 2023

	<b>2022</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Precept	414,002	419,160
Grants	15,190	58,049
Admin Burial Bd/Austin M Homes/St Ed's Hall	9,191	13,013
Burial Board Maintenance Contract	3,000	3,000
Council Events & Miscellaneous	196	1,623
Insurance Claims	-	-
Glastonbury in Bloom Baskets & Sponsorship	896	2,150
Interest on Investments	133	2,044
Frost Fayre and Shop Christmas Trees	7,765	14,844
Allotment & Land Rents	2,365	2,204
Town Hall Lettings	21,809	33,888
Herbie's Field Donations	1,000	1,000
St Dunstan's House - Office Rental	6,000	-
St Dunstan's Car Park Charges	128,495	146,084
St Dunstan's Cottage & Burns the Bread Shop	13,800	12,507
<b>TOTAL INCOME</b>	<b>623,841</b>	<b>709,565</b>
<b>EXPENDITURE</b>		
General Administration	241,940	292,713
Town Deal Project	11,453	16,531
Financial Assistance	89669.76	154,959
Section 137 & 139 Payments		
Running Costs - Allotments	3,622	452
- St Dunstan's House	35,975	37,679
- Herbie's Field	12,283	5,077
- Cemetery	1,016	3,548
- Town Hall	169,389	241,033
- Community Services	2,427	-
- Car Park + vehicles	58,870	44,016
<b>TOTAL EXPENDITURE</b>	<b>626,644</b>	<b>796,009</b>
<b>CUMULATIVE FUND BALANCE (excluding reserves)</b>		
Balance brought forward 1st April	124,675	144,601
Add Total Income	623,841	709,565
Less Total Expenditure	- 626,644	- 796,009
Net Appropriations	22,729	12,588
<b>Balance carried forward 31st March</b>	<b>144,601</b>	<b>70,744</b>

# GLASTONBURY TOWN COUNCIL

## BALANCE SHEET AS AT 31st MARCH 2023

	2022 £	Notes	2023 £
<b>CURRENT ASSETS</b>			
Debtors	18,701	3	27,526
Cash in Hand	149,300	4	13,439
Loans	2,500		2,500
Mendip Community Credit Union	3,500		3,500
Investments	41,044	5	78,682
	<u>215,045</u>		<u>125,648</u>
<b>CURRENT LIABILITIES</b>			
Creditors	<u>26,538</u>	6	<u>23,586</u>
<b>NET ASSETS</b>	<b><u>188,507</u></b>		<b><u>102,062</u></b>
<b>Represented by:</b>			
Town Hall and Car Park Fund	7,236		2,236
St Dunstan's House Fund	5,025		5,025
Council Tax Support Fund	2,027		1,504
Election Fund	1,575		4,075
Glastonbury in Bloom Fund	4,634		2,718
CCTV Fund	101		101
Herbies Field Fund	688		688
Frost Fayre Fund	4,362		6,014
Mayors Fund	1,817		
Citizens Advice Fund			
Town Deal Fund	1,194		389
Red Brick Youth Fund	22,175		15,497
Revenue Account Balance	<u>137,671</u>		<u>63,815</u>
	<b><u>188,507</u></b>		<b><u>102,062</u></b>

## GLASTONBURY TOWN COUNCIL

### Notes to the Financial Statements 31st March 2023

	2022 £	2023 £
<b>2. Fixed Assets</b>		
Allotments (at historical cost)		
Lowerside Allotments	1,028	1,028
Common Moor Allotments	69,178	69,178
	70,206	70,206
Land at Common Moor (at historical cost)	16,117	16,117
Town Hall Building (insured value)	2,325,654	2,325,654
St Dunstan's Car Park (at historical cost and insured value)	127,768	127,768
Furniture & Equipment (insured value)	88,562	88,562
Computer Equipment (insured value)	3,759	3,759
Ceremonial Regalia & Works of Art (insured value)	81,467	81,467
St Dunstans House	350,000	350,000
Market Cross	885,800	885,800
<b>3. Debtors</b>		
Town Hall Lettings	4,704	13,970
Burial Board	-	3,651
Austin Memorial Homes	1,000	2,709
VAT reclaim	8,299	
St Edmund's Hall	2,451	3,455
Other Debtors	2,248	3,741
	18,701	27,526
<b>4. Cash in Hand</b>		
Petty Cash	-	-
Mendip Credit Union	1,609	1,609
Prepayment Card	- 463	- 526
Cash in bank	148,154	12,356
	149,300	13,439
<b>5. Investments</b>		
Nationwide Deposit A/c	40,931	41,044
Additions		35,594
Withdrawals	-	-
Interest for the Year	112	2,044
	41,044	78,682

## GLASTONBURY TOWN COUNCIL

### Notes to the Financial Statements 31st March 2023

	2022 £	2023 £
<b>6. Liabilities</b>		
Trade Creditors	8,215	13,252
PAYE	8,001	
Net Wages		- 437
VAT Payable		5,268
Other Creditors - Unpaid Grants		1,000
Superannuation and Net Wages	6,904	-
Other Creditors	3,417	4,503
	26,538	23,586

### 7. Tenancies

During the year the following tenancies were held:

#### **Council as tenant:-**

With effect from 15 August 1997, the St. Dunstan's Car Park, cottage, public toilets and other units thereon, were leased from the Mendip District Council on a 99 year term at a rent of one peppercorn per annum.

#### **Council as landlord:-**

<u>Property</u>	<u>Tenant</u>	<u>Rent P.A.</u>	<u>Rent P.A.</u>
Car park - cottage	From 1.4.08 S Penton	7,800	6,507
Car park - shop unit 1	From 1.1.13 Burns	6,000	6,000
Car park - office unit 2	Police Post - Rent free	-	-
<u>Common Moor - Allotments</u>	Glastonbury Allotments Society	300	300
<u>Common Moor - Land</u>	Mr G E Brewer	150	-



**REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2023**

**INCOME**

	<b>2022</b>		<b>2023</b>	
	£	£	£	£
<b>ADMINISTRATION</b>				
Grants & Recharges	15,190		58,049	
Frost Fayre Income	6,898		13,661	
Christmas Tree Income	867		1,183	
Glastonbury in Bloom	896		2,150	
Interest	133		2,044	
Council Events and Miscellaneous Income	196		1,623	
Austin Memorial Homes/St Edmund's Hall	3,294		4,303	
Burial Board Reimbursements	5,897		8,710	
Burial Board Maintenance	<u>3,000</u>		<u>3,000</u>	
		36,370		94,723
<b>ALLOTMENTS &amp; LAND</b>				
Lowerside Allotments	1,860		1,840	
Common Moor Allotments	300		300	
Land at Common Moor - Grass keep	150		0	
Way Leave	<u>55</u>		<u>64</u>	
		2,365		2,204
<b>HERBIES FIELD</b>				
Donations	<u>1,000</u>		<u>1,000</u>	
		1,000		1,000
<b>TOWN HALL</b>				
Lettings	21,921		35,952	
Less Remissions	<u>- 110</u>		<u>- 2,062</u>	
		21,811		33,890
<b>CAR PARK</b>				
Car Park takings (Net of VAT)	120,846		142,736	
Car Park season tickets	<u>7,647</u>		<u>3,347</u>	
		128,493		146,082
<b>ST DUNSTANS HOUSE INCOME</b>				
		6,000		-
<b>COTTAGE &amp; UNITS</b>				
Cottage rent	7,800		6,507	
Unit rents	6,000		6,000	
		<u>13,800</u>		<u>12,507</u>
<b>TOTAL OTHER INCOME</b>		<b>209,839</b>		<b>290,405</b>
<b>APPROPRIATIONS</b>				
Frost Fayre Fund	1,654		1,794	
Glastonbury in Bloom Fund	1,575		1,916	
Election Fund	2,150		-	
Mayors Fund	-		1,194	
Council tax Support fund	1,175		548	
St Dunstan's House Fund	8,500		-	
Town Hall Fund	7,000		5,000	
Citizens Advice Fund	1,221		-	
Youth Fund	3,599		6,678	
Herbie's Field Fund				
Town Deal Fund	<u>12,043</u>		<u>16,532</u>	
		38,916		33,662
<b>PRECEPT</b>		414,002		419,160
<b>Council tax support</b>				
<b>TOTAL INCOME</b>		<b>662,757</b>		<b>743,227</b>

**EXPENDITURE**

	<b>2022</b>		<b>2023</b>	
	£	£	£	£
<b>ADMINISTRATION</b>				
<b>Employees</b>				
Salaries	157,486		179,841	
Contingency for Staff Sickness				
Travelling Allowance	365		170	
Honoraria (for Macebearers)	36		540	
National Insurance	13,380		17,133	
Superannuation	33,555		38,419	
Staff/Councillor Training	-		1,025	
JRS HMRC Job Retention Scheme	-		-	
	<u>-</u>	204,823	<u>-</u>	237,128
Printing & Stationery	1,855		1,149	
Equipment	404		4,827	
Audit Fee	1,600		1,810	
End of year and Sage	2,360		1,875	
Bank Charges	1,217		1,686	
Postage	-		182	
Telephone	7,137		7,196	
Website, Internet, Social Media	1,702		1,685	
Webcam operation	300		450	
Advertising	879		114	
Computer software, IT support	7,482		7,035	
Subscriptions	2,969		2,704	
Legal Expenses	848		425	
Members Expenses	32		-	
Admin Support	684		115	
Council Events	3		150	
Climate Emergency group			189	
Mayor's Allowance	806		2,000	
Band For Mayors Sunday	1,200		-	
Road Closures	700		1,050	
Platinum Jubilee	104		8,168	
Christmas Lights	2,186		3,474	
Election Expenses	2,650	37,117	9,303	55,585
	<u>2,650</u>		<u>9,303</u>	
<b>FINANCIAL ASSISTANCE</b>				
Public Footpaths				
Glastonbury Information Centre			30,000	
Glastonbury In Bloom	16,825		13,666	
Glastonbury Community Development	3,600		3,800	
Other grants (£4k)	4,000		4,000	
St John's Clock	-		165	
Market Cross	117		507	
Poppy Wreaths for Remembrance Day	-		75	
Citizens Advice Bureau	8,221		7,000	
CCTV	-		-	
Promoting Glastonbury	961		807	
Frost Fayre	7,732		10,195	
Local Community Transport Schemes	11,000		11,000	
Town Deal Project	11,453		16,531	
Miscellaneous Town Support	1,175		71	
Christmas Expenses	1,881		1,212	
Civic Hospitality	1,813		1,645	
Civic Regalia	447		4,545	
St Edmund's Community Hall	4,000		4,000	
Youth Provision	27,898		62,271	
	<u>27,898</u>	101,122	<u>62,271</u>	171,491
<b>ALLOTMENTS &amp; LAND</b>				
Allotments and land maintenance inc.		3,622		452

**REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2023**

**EXPENDITURE (Continued)**

	2022		2023	
	£	£	£	£
<b>HERBIES FIELD</b>				
Loan Repayments	4,952		4,873	
Costs	7,331		204	
		12,283		5,077
<b>ST DUNSTANS HOUSE</b>				
Renovations	1,346		1,844	
Expenses	9,544		11,251	
Agents & Legal Fees				
Loan Repayment	25,085		24,584	
		35,975		37,679
<b>JOINT BURIAL COMMITTEE</b>				
		1,016		3,548
<b>TOWN HALL</b>				
<b>Employees</b>				
Caretaker Wages	68,696		94,036	
Caretaker National Insurance	5,420		8,882	
Caretaker Superannuation	13,722		19,089	
Caretaker Uniform	527		734	
Caretaker Training	405		365	
Grounds Maintenance Labour	8,940	97,709	-	123,107
PWB Loan	-		-	
Premises - Maintenance General	22,207		78,816	
Grounds Maintenance	18,049		3,645	
Rates, Water, etc	8,143		7,052	
Gas	3,111		5,746	
Electricity	4,245		5,903	
Trade Refuse	1,722		1,753	
Furniture & Equipment	4,679		4,038	
Cleaning Materials	1,439		1,521	
Insurance	6,005		6,373	
Civil Marriage Registration Fee	-		1,750	
Performing Rights Licence	564		782	
Premises Licence	180		180	
Telephone	1,337		367	
Marketing	-	71,680	-	117,926
<b>CAR PARK</b>				
Maintenance	4,221		2,550	
Council Tax	12,600		12,600	
Water Rates	3,072		3,469	
Electricity	1,837		3,993	
Equipment inc charging points	333		403	
Cleaning Materials	951		1,183	
Insurance	-		-	
Printing & Stationery	890		934	
Card machine transaction Fees	2,938		3,940	
Magdalene Street Toilets:				
Electricity	653		1,036	
Water	2,594		1,714	
Cleaning materials	674		715	
Repairs etc	996		1,536	
Van running costs	22,574		7,508	
Skate Park lighting	4,447		784	
St Dunstons Cottage Maintenance	90		1,651	
		58,870		44,016
<b>REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2023</b>				

**EXPENDITURE (Continued)**

	<b>2022</b>		<b>2023</b>	
	£	£	£	£
<b>COMMUNITY SERVICES</b>				
<b>Community services officers</b>				
Wages	1,886		-	
National Insurance	159		-	
Superannuation	383		-	
Community services expenses	-	2,427	-	-
<b>TOTAL OUTGOINGS</b>		<b>626,644</b>		796,009
<b>APPROPRIATIONS</b>				
Election Fund	1,000		2,500	
Council Tax Support Fund				
Town Deal Fund			15,128	
Mayors Fund	1,194			
Town Hall and Car Park fund				
Citizen's Advice Fund				
Youth Fund	9,702			
Frost Fayre Fund	-		3,446	
Glastonbury in Bloom Fund	4,292			
		16,188		21,074
<b>TOTAL EXPENDITURE</b>		<b>642,832</b>		817,084
<b>NET MOVEMENT IN FUNDS</b>		<b>19,926</b>	-	73,857