

# UNAUDITED ACCOUNTS

**Shrewsbury Town Council**



**Annual Report and Accounts**

**for the year ended 31st March 2012**

# UNAUDITED ACCOUNTS

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# UNAUDITED ACCOUNTS

**Shrewsbury Town Council  
Annual Report  
For the Year Ended 31st March 2012**

## **COUNCIL INFORMATION**

### **Mayor**

Keith R Roberts

### **Councillors**

Peter M Adams  
Jacqueline M Brennand  
Dean Carroll  
Anne M Chebsey  
John A Durnell  
David S Farmer  
Hannah Fraser  
Ioan G Jones  
Jonathon M W Kenny  
Alan N Mosley  
Peter A Nutting  
Kathleen M Owen  
Malcolm T Price  
Jon Tandy  
Alan R H Townsend  
Andrew J Wagner

### **Clerk to the Council**

Helen Ball BA Hons, FILCM

### **Internal Auditors**

Auditing Solutions Ltd  
Clackerbrook  
46 The Common  
Bromham  
Chippenham  
SN15 2JJ

### **External Auditors**

Mazars LLP  
Regency House  
3 Grosvenor Square  
Southampton  
SO15 2BE

Further information about the accounts is available from Guildhall, Frankwell Quay, Shrewsbury, SY3 8HR. It is the Council's policy to provide full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised in the press and on the Council's notice boards, and on the website.

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## **Shrewsbury Town Council Annual Report For the Year Ended 31st March 2012**

### **PRINCIPAL ACTIVITIES OF THE COUNCIL**

Shrewsbury Town Council is part of the 'parish council sector' and as such, is the first tier of local government, the closest council body to the residents of Shrewsbury. Shrewsbury Town Council works closely with the other tiers of local government for the area, namely Shropshire Council, with a view to facilitating a 'joined up' approach across all parties in order to deliver the highest quality services and facilities to the local residents.

The Town Council is working on a Mission Statement and objectives, however the following strap line has been adopted:

### ***Putting Shrewsbury First***

#### **Our Purpose**

The purpose of the Town Council is: To create civic pride by providing a safe, tidy environment for residents and visitors to enjoy. We aim to improve people's quality of life by providing recreational areas and facilities for the public to pursue hobbies, a variety of sporting activities or just relax.

To provide an opportunity for young children to develop social skills and appreciate the value of play via the provision of safe children's play areas.

#### **Our Vision**

To provide civic leadership in all aspects of making Shrewsbury socially, environmentally, economically and culturally sustainable and promote Shrewsbury as a good place to live, work and raise a family.

#### **Our Aim**

Our aim is to encourage and promote the best environmental, social, economic and commercial practices in and for the town of Shrewsbury, and to effectively, efficiently and economically manage our assets and resources to deliver the services for which we have responsibility, for the betterment and benefit of the local community and to secure value for money.

To achieve our aim we will strive to:

- Provide high quality value for money local services
- Be responsive to the needs and aspirations of the local community
- Promote the town of Shrewsbury and Shrewsbury Town Council at local, county, regional, national and international levels
- Develop partnership and agency working with the public, voluntary and private sectors for the benefit of the community
- Promote environmental sustainability and Fair Trade
- Involve local people in meaningful dialogue to shape vision and policy
- Help create a socially inclusive and caring community which embraces all its residents, irrespective of age, disabilities, culture, income, race or religion and which seeks to develop their well being, knowledge, understanding and mutual cooperation.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Report For the Year Ended 31st March 2012**

Shrewsbury Town Council is widely consulted on a range of strategic priorities, from the recently announced cycle network to large developments planned over the next 30 years, through the Local Development Framework, Core Strategy documents and local planning issues. The Town Council is a strategic partner in Shrewsbury Vision, in preparing a masterplan for the town.

### **DIRECT SERVICE DELIVERY AREAS**

#### **The Quarry and Dingle**

The Quarry continues to be used for a wide range of planned activities from the Flower Show to the Seven Bridges 10k Road Race, and is used most weekends of the year. As well as the planned activities it is the hub for the residents and visitors to Shrewsbury for leisure and recreational purposes every day of the year. The Town Council has altered the premises licence to provide a wide range of diverse events in the Quarry and is allowing musical groups to use the band stand. The Public Conveniences in the Quarry are now open for longer during British Summer Time in line with the opening hours of the Dingle the beautiful tranquil garden designed by Percy Thrower in the heart of the Quarry.

#### **Playing Fields and Open Spaces**

The Town Council is responsible for the maintenance of the majority of playing fields and open spaces located in the town. This responsibility includes the grass cutting, litter picking and all other maintenance costs.

#### **Allotments**

There are twelve allotment sites, and the waiting list for prospective allotment holders continues to be very long. In these days of financial constraints, this type of pastime is increasing in popularity whilst also providing a good workout. The Council is exploring new opportunities to develop new sites to reduce the waiting lists.

#### **Play Areas**

The maintenance of the Town Council's many play areas continues to be a priority. Specifically trained personnel inspect the play areas every week, for both Health and Safety and maintenance issues, and they are also inspected annually by ROSPA. Spring programmes of refurbishment are carried out to ensure the equipment is ready for the busy spring / summer season.

#### **Sports Facilities**

Shrewsbury Town Council owns two sports pavilions at the County Ground and Springfield, with associated football pitches and cricket wickets, these facilities are used by numerous teams, through the year. There are other football pitches available and through a "key scheme" there are tennis and crown green bowling facilities available.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Report For the Year Ended 31st March 2012**

### **Community Centres and Community Safety**

The Town Council owns two Community Centres which are run by local residents in the Castlefields and Ditherington area.

A Town Warden is employed and patrols the town centres 5 days a week, liaising with community groups, town centre business and the police.

### **Grounds Maintenance**

This area is one of the largest costs to Shrewsbury Town Council. The work is carried out by an in-house team of grounds maintenance staff across all the assets and amenity areas as well as Shropshire Council premises within the Town which are operated via a Service Level Agreement (SLA).

### **Christmas lights**

The Town Council is responsible for the Christmas lights displayed in the town. These are now all LED to reduce energy consumption and increase brightness.

### **Bus shelters**

The cleaning and repairing of all the bus shelters in the town with the exception of the Raven Meadows Bus Station are undertaken by the Town Council.

### **Street lights**

The Town Council is responsible for all aspects of repairing and running over 450 footway lights around the town.

### **Public Conveniences**

There are 7 public conveniences located around the town which are maintained by the Town Council. There is a constant battle with anti social behaviour, which the Town Council is taking into consideration for the planned improvements programme, including redeveloping the Butcher Row site. There are longer opening hours for some key sites during the summer, a programme of deep cleansing has been incorporated into the maintenance routines.

### **Civic Pride**

Shrewsbury Town Council has taken over the civic responsibilities from the former Borough Council and the Mayor continues to be a focal point and figurehead to promote Shrewsbury and the Town Council.

The Mayor, Councillors and officers contribute to the Annual Town Meeting, Mayor Making Ceremony as well as Remembrance Sunday and other Civic events throughout the year.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Report For the Year Ended 31st March 2012**

### **Members Allowances**

The seventeen councillors are all entitled to receive a small allowance for their work as Town Councillors. The Town Council adopted the recommendation of the Independent Remuneration Panel in allocating £1,000 per annum to all Councillors under the Local Authorities (Members Allowances) (England) Regulations 2003.

In addition the Mayor and Deputy Mayor receive a combined total of £6,500 per annum, to contribute towards the expenses of running the office of Mayor.

### **Britain in Bloom**

Shrewsbury is often referred to as the Town of Flowers due to its success in Britain in Bloom and Entente Florale. The Town Council strives to continue this tradition to ensure that Shrewsbury is a welcoming town improving the quality of life for both residents and visitors alike through floral enhancement.

The Council encourages local business to participate by selling hanging baskets and maintains and waters them at competitive rates.

All floral beds and roundabouts form part of the Shrewsbury in Bloom sponsorship package, the proceeds from which funds community enhancements.

### **Other Services and events**

The Town Council works alongside other bodies to put on events in the town during the year including the ever popular Summer Season, Lions Fun Day and Christmas Lights switch-on.

There are many annual competitions run in conjunction with the local newspaper to encourage all age groups to produce floral displays.

The Mayoral Awards were introduced to recognise enterprise, endeavours and contribution across various awards ranging from business, environmental, community youth and tourism.

## **FINANCIAL SUMMARY**

Shrewsbury Town Council receives no money from Central Government. It is self funding except for a small precept levied on the ratepayers of Shrewsbury, which constitutes a very small portion of the overall Council Tax bill; Only residential dwelling council tax is included in the precept to the Town Council, business rates being excluded. Each year, the council calculates the amount of money that it needs in order to deliver its services, and this amount is collected by Shropshire Council from the council tax paid by Shrewsbury residents.

The Town Council is in receipt of a 10 year diminishing grant from Shropshire Council which decreases annually by £41,500 per year (see note 3 of the accounts). This grant prevented a large increase in the precept when the Town Council was formed but does expect an annual increase of 6.5% until 2018/19, while the grant decreases. The Town Council is working hard to find efficiencies to keep the precept increases to below 6.5%.

# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Annual Report For the Year Ended 31st March 2012

Shrewsbury Town Council has a significant Service Level Agreement for 10 years to provide Grounds Maintenance for Shropshire Council until 2018/19.

The budget for the year 1st April 2011 to 31st March 2012 was approved by the Full Council in January 2011. The precept was set at £871,714 which equates to £36.77 at band D. The following budget comparison shows the actual spend against budget, with corresponding variances.

Budget Comparison for the year ended 31 March 2012

	Actual £	Budget £	Variance £
<b>Income</b>			
Grants	353,453	332,000	21,453
Markets	435,308	454,508	(19,200)
Residential and commercial rents	37,513	37,598	(85)
Interest	39,906	24,000	15,906
Community centres and sports facilities	17,299	14,750	2,549
Grounds maintenance and allotments	1,677,123	1,597,637	79,486
Other including sale of assets and S106 cont.	46,184	-	46,184
	<hr/> 2,606,786	<hr/> 2,460,493	<hr/> 146,293
<b>Expenses and capital costs</b>			
Management and support costs	(326,240)	(339,084)	12,844
Democratic	(111,108)	(136,350)	25,242
Markets	(114,278)	(127,181)	12,903
Residential and commercial rents	(14,735)	(5,790)	(8,945)
Community centres and sports facilities	(87,714)	(104,617)	16,903
Grounds maintenance and allotments	(1,569,283)	(1,736,872)	167,589
Public conveniences	(104,127)	(108,168)	4,041
Bus shelters	(28,183)	(29,306)	1,123
Street lighting	(48,899)	(52,544)	3,645
Christmas lights	(40,882)	(38,633)	(2,249)
Capital	(57,271)	(300,000)	242,729
Earmarked and other specific reserves	(923,484)	(320,000)	(603,484)
	<hr/> (3,426,204)	<hr/> (3,298,545)	<hr/> (127,659)
Transfer to general reserves	(52,296)	(33,662)	(18,634)
Precept	<hr/> 871,714	<hr/> 871,714	<hr/> -



# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Report For the Year Ended 31st March 2012**

### **Variances**

On the income side there was an overall positive variance of £146,293 which is the difference between actual and budgeted figures.

The negative variance of £19,200 at the Markets was due to receiving slightly less income than originally budgeted. This should not be repeated in 2012/13, the income from the markets is an integral part of the council's revenue.

The interest received variance occurred due to the benefits of investing for a full financial year in fixed rate bonds on a rolling basis any monies not required. There was also a slight increase in rates.

The positive variance on the grounds maintenance and allotments income was due to the council winning a few external grounds maintenance contracts in Shrewsbury. There was better than expected income at the Quarry and a larger increase than budgeted for the SLA with Shropshire Council, the calculation of which is the subject of a complex multiplier based on indices not known at budget setting.

The other positive income variances arose from the sale of assets used as part exchange and the use of S106 monies in the year.

The overall expenditure was a negative £127,659 which was due to the transfer to earmarked reserves, the majority of the other cost centres were positive.

A number of cost savings have also been identified by officers from better discounts, changing suppliers and scrutinising contracts.

There was an underspend of 9% equating to £167,589 across the grounds maintenance and allotments cost centres. This is a very labour intensive cost centre and has benefited from the scaling back on overtime, and a recruitment freeze. Planned repair work on the greenhouse in the Quarry did not happen and has been earmarked for spending in the future.

The Town Council entered into a new 3 year contract for the provision of Christmas lights, which was awarded in October 2011. This was within the parameters of the tender document but slightly higher than the budget originally set.

The Butcher Row toilets project is progressing slowly and the planned capital expenditure was not incurred in the year, this contributed to the majority of the £242,729 underspend of the capital budget.

The £603,484 increase in transfers to earmarked reserves was due to the underspend on the capital budget of £242,799, A sum of £250,000 was earmarked for the Weeping Cross Depot, along with other smaller projects and movements to current earmarked projects.

The total income and expenditure variances of £52,296 were carried forward to the General Fund per the Statement of Reserves on page 25.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Report For the Year Ended 31st March 2012**

### **Fixed Asset additions**

During the year, a vehicle was replaced with a slightly newer model. A vehicle was also purchased in preparation for the council taking over the Countryside Unit from Shropshire Council in 2012/13.

The Town Council also has a fleet of mowers which requires continual updating due to the high mileage they incur. Due to the current economic climate, the Council was able to source replacement new and 2nd hand equipment at competitive rates.

### **Accounting policies**

The Town Council has not made any changes to the accounting policies in the year.

### **Borrowing facilities**

Shrewsbury Town Council does not currently owe the Public Works Loans Board any money. The Council does not have a fixed borrowing facility and finances are raised, if required on a project by project basis.

### **Funding**

The Town Council's current capital expenditure plans will be funded through underspend on the revenue budget and earmarked reserves. The surplus for the year is initially transferred to the general reserves before being earmarked for specific projects.

### **Financial statements**

The Town Council's Statement of Accounts for the Year Ended 31st March 2012 are set out in pages 10 - 33 of this document. They consist of the following statements:

- The Statement of Accounting Policies  
This statement details the legislation and the accounting principles on which the financial statements are prepared.
- The Annual Governance Statement  
This statement by the Town Council confirms there is a sound system of internal control in place and that all regulations and proper practices have been adhered to in the preparation of the end of year accounts.
- The Statement of Responsibilities  
This statement identifies the Town Council's responsibilities and identifies the officer who is responsible for the Town Council's financial affairs.
- The Income and Expenditure Account  
This document shows the Income generated and the total Expenditure incurred on the services provided by the Town Council for the year.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Report For the Year Ended 31st March 2012**

- The Statement of Movements of Reserves  
This statement shows the effect on the Town Council's surplus or deficit after allowing for movements in reserves.
- The Balance Sheet  
This sets out the financial position of the Town Council on 31st March. It shows the value of its assets, the value of its cash and bank values, how much it is owed and how much it owes together with the balance of reserves at its disposal.
- Notes to the Accounts  
These provide further information on the amounts included in the financial statements.

### **Future Developments**

The Town Council is increasing the levels of service where identified by councillors and officers across numerous services, which will be funded through any surplus for the 2012/13 accounts.

The Town Council is intending to take over the running of Shrewsbury Countryside Unit and Monkmoor Recreation Ground from Shropshire Council in the early part of 2012/13 .

The Butcher Row toilets have received planning permission and will be developed to improve toilet provision in the area. This project is expected to commence in 2012/13, funds are already earmarked.

The capital expenditure for the vehicle and equipment replacement plans will continue. Other capital programmes are only in their infancy but funds have been earmarked to finance them.

The extension of Bowbrook allotments will commence in 2012/13 and will be fully up and running for the 2013 growing season.

Shrewsbury Town Council will update its Medium Term Financial Plan during 2012/13, which puts in place a financial strategy for the next 3 - 5 years.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Statement of Accounting Policies 31 March 2012**

### **Accounting Convention**

The accounts have been prepared in accordance with the Governance and Accountability for Local Councils – A Practitioners Guide (England).

These accounts have been prepared having regard to the fundamental accounting concepts of:

- Going Concern
- Prudence
- Accruals
- Relevance
- Consistency
- Reliability
- Comparability
- Understandability
- Materiality

The accounts have been prepared under the historical cost convention.

Prior to 1st April 2010, the Town Council's accounts were prepared in line with the Financial Reporting Standard for Smaller Entities (FRSSE 2008). In accordance with the Account & Audit Regulations 2011, the Town Council is considered a "smaller body" and subject to "Limited Assurances" Audit. The change from the FRSSE has resulted in a review of accounting policies, with changes in respect of the treatment of Fixed Assets and Grants or Contributions from Government or related bodies.

### **Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets above the Town Council de-minimis (currently £5,000) is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the Town Council and the services it provides, for a period of more than one year. Expenditure on fixed assets is then included in the Balance Sheet with a corresponding transaction shown in the Capital Financing Account.

Depreciation is provided on all operational buildings (but not land), as well as other assets. Depreciation is not shown in the Council's Income and Expenditure account but is transferred directly to the Capital Financing Account.

Fixed Assets are included in the Balance Sheet at valuations current on 31st March 2010. These assets together with subsequent acquisitions and enhancements and will not be subject to revaluations.

Commercial and residential properties are classed as investment properties and revalued on a 3 yearly basis. The changes in the Market Value are taken to the capital financing account.

### **Depreciation Policy**

Depreciation is calculated on the following basis:

- Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.
- Freehold land is not depreciated.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Statement of Accounting Policies 31 March 2012**

- Non Operational Assets (including Investment Properties) are not depreciated.
- Vehicles, plant and equipment and furniture over 3 to 10 years on a straight line basis.
- Play equipment over 5 to 10 years on a straight line basis.
- Community Assets are not depreciated.

Only fixed assets purchased in the first half of the year are depreciated in the year of acquisition.

### **Disposals**

Where an asset is disposed of at a value above the de-minimus limit (currently £5,000), the proceeds of which are a capital receipt under the Local Authorities (Capital Financing and Accounting) (England) Regulations 2003, the resultant gain or loss is reported in the Income and Expenditure Account and the proceeds are carried to the Useable Capital Receipts Reserve.

### **Grants or Contributions from Government or Related Bodies**

Any grants or contributions are taken to the Income and Expenditure report where the conditions have been met.

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the full amount of the grant has been included in the Income and Expenditure Account to offset the cost of purchasing the relevant asset.

### **Investments**

Investments are included in the Balance Sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised.

### **Stocks**

Stocks where relevant are being constantly replaced and their value is not material to assessing the Town Council's state of affairs as a result stock is written off directly to revenue expenditure.

### **Debtors and Creditors**

The revenue accounts of the Town Council are maintained on an accruals basis in accordance with the Accounting and Audit Regulations. That is sums due to or from the Town Council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity) if the amount is not material. This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the Town Council's annual budget.

The Town Council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Statement of Accounting Policies 31 March 2012**

### **Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

### **External Loan Repayments**

Details of the Town Council's external borrowings if relevant are shown in the notes.

The Town Council is required by the Guide to incorporate external borrowings in its Balance Sheet.

### **Leases**

The Town Council has no finance leases. Rentals payable under operating leases are charged to revenue on a straight line basis over the term of the lease.

### **Reserves**

The Town Council maintains certain earmarked reserves to meet general and specific future expenditure. The purpose of the Town Council's reserves is explained in the notes.

The Capital Financing Account is maintained to manage the accounting processes for tangible fixed assets and investment properties, and does not represent usable resources for the Town Council.

Capital receipts arising from the disposal of fixed assets are taken to the Useable Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

### **Interest Income**

All interest receipts are credited initially to general funds.

### **Pensions**

The pension costs that are charged against precept in the Town Council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31 March 2013 and any change in contribution rates as a result of that valuation will take effect from 1 April 2014.

The Local Government Pension Scheme is accounted for as a defined benefit scheme.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Statement of Accounting Policies 31 March 2012**

### **Acquired and Discontinued Operations**

Income and expenditure relating to an acquired or discontinued operation would be shown separately on the Income and Expenditure Account. Any liabilities in respect of discontinued operations would be disclosed separately as a note to the Balance Sheet.

### **Exceptional, Extraordinary Items and Prior Period Adjustments**

Any Exceptional or Extraordinary Items will be disclosed on the face of the Income and Expenditure accounts and explained in the notes to the accounts.

Prior Period Adjustments are material adjustments applicable to prior years for changes in accounting policies or the correction of fundamental errors. Any adjustments referring to earlier accounting years are made by adjusting the comparative figures for the preceding year and adjusting the opening balances of reserves accordingly and explained in the notes to the accounts.

### **Post Balance Sheet Events**

Where a material post Balance Sheet event occurs which provides additional evidence relating to conditions existing at the Balance Sheet date or indicates the going concern concept to a material part of the Town Council is not appropriate, changes are made in the amounts included in the statement of accounts.

Any occurrence of a material post Balance Sheet event which concerns conditions which did not exist at the balance sheet date are disclosed in the notes to the accounts detailing the nature of the event and where possible an estimate of the financial effect.

### **Contingent Assets and Contingent Liabilities**

Contingent assets and liabilities are not disclosed in the accounting statements, if any such assets or liabilities exist then these are disclosed as notes to the accounts.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Governance Statement 31st March 2012**

### **Scope of Responsibility**

Shrewsbury Town Council is responsible for ensuring its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Town Council follows the general principles of Best Value in making arrangements to secure the continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

Having said that, the Town Council is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.

The Accounts & Audit Regulations 2011 established Shrewsbury Town Council as a "Smaller Body" and as such is subject to the "Limited Assurances" audit. The Town Council has however made a conscious decision to prepare a wider ranging Governance Statement.

The Town Council approved and adopted on 7 September 2009 a Code of Corporate Governance in accordance with CIPFA/SOLACE guidance.

This statement explains how the Town Council has complied with the code.

### **The Purpose of the Governance Framework**

The governance framework comprises the systems, processes, culture and values by which the Town Council is directed and controlled and its activities through which it accounts to and engages with the community. It enables the Town Council to monitor the achievement of its overarching objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Town Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

A system of internal control has been developed over the last 3 years to comply with the requirements of the Accounts & Audit Regulations 2003 as amended by the Accounts & Audit Regulations (Amendment) (England) Regulations 2006 to ensure the Town Council established proper practices for the annual publication of a Governance Statement.



# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Annual Governance Statement 31st March 2012

### The Governance Framework

Shrewsbury Town Council's governance framework derives from six core principles identified in the 2004 publication entitled The Good Governance Standard for Public Services. This was produced by the Independent Commission on Good Governance in Public Services – a commission set up by the Chartered Institute of Public Finance and Accountancy (CIPFA), and the Office for Public Management. The Commission utilised work done by, amongst others, Cadbury (1992), Nolan (1995) and CIPFA/SOLACE (2001). These principles were adapted for application to local authorities and published by CIPFA in 2007.

The six core principles are:

- 1 Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area;*
- 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles;*
- 3 Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;*
- 4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;*
- 5 Developing the capacity and capability of members and officers to be effective; and*
- 6 Engaging with local people and other stakeholders to ensure robust public accountability.*

The key elements of each of these core principles at Shrewsbury Town Council are as follows:

- 1 Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area*

The Finance & General Purposes Committee receives regular reports on the work of Internal and External Audit. Where specific problems are found the Town Clerk & Responsible Financial Officer will explain the situation and present plans for improvement. This will be followed up in a subsequent report by Internal Audit.

Once a year there is an Annual Town Meeting where all residents of Shrewsbury are encouraged to come and air their views to the Town Council.

The Town Council has been present at the Shropshire Show and Shrewsbury Flower Show to promote the Town Council and speak to residents of Shrewsbury, informing them of services they provide and asking the residents what their aspirations are and any problems.

Members and Officers work closely with the Local Joint Committees (LJC) to promote Shrewsbury and the needs of local residents, groups and projects. This year has seen the establishment of a Shrewsbury - wide LJC which all 17 town councillors are members. The Town Council is updated on LJC issues within the Central Area of Shropshire, that the town falls in.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Governance Statement 31st March 2012**

The Town Council works closely with the Shropshire Horticultural Society to ensure the continued success of the Shrewsbury Flower Show as a way of promoting Shrewsbury as a tourist destination nationwide.

Members and Officers work with the Shop in the Loop, Shrewsbury Business Chamber, and Shrewsbury Town Centre Residents Association together with colleagues from Shropshire Council to ensure the common goals of making Shrewsbury socially, economically and culturally sustainable and promote Shrewsbury as a good place to live work and raise as family.

The members are very active within their own wards and engage with the local community to meet their needs.

Officers attend allotment association and community centre association meetings to ensure the effective running of these community assets and provide assistance where needed.

The Finance & General Purposes Committee is charged with overseeing the Town Council's Medium Term Financial Plan and its long term vision for the organisation and the town. These plans are updated annually as part of the comprehensive preparatory work in readiness for the budget and precept setting.

A formal complaints procedure is in place which is managed by the Town Clerk. Informal complaints are investigated and dealt with by the Managers of the relevant service. Complaints are also filtered through via Shropshire Council computerised system and responded to.

Town Councillors, Unitary Councillors meet every 3 months to discuss matters relating to the town.

### *2 Members and officers working together to achieve a common purpose with clearly defined functions and roles*

Shrewsbury Town Council has adopted both Standing Orders and Financial Regulations which set out how the Town Council operates, how decisions are made and the procedures which are followed to ensure these are efficient, transparent and accountable to local people.

Policy and decision making are facilitated by a clear framework of delegation set out in the Town Council's Scheme of Delegation, with clear details of delegated authorities to officers.

All reports are reviewed for legal, equalities, crime and disorder, financial and risk considerations prior to being presented to Members of the Town Council for formal decision-making.

Meetings are open to the public except where personal or confidential matters are being discussed.

There is also a robust budget and policy framework and detailed financial procedure rules, which are monitored by the Responsible Financial Officer.

Remuneration for Members is regulated by the Independent Remuneration Panel and the allowances payable are set in accordance with the IRP recommendations.

Remuneration for officers is governed by nationally negotiated pay awards. A system of annual appraisal interviews for all officers is being established.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Governance Statement 31st March 2012**

The Standing Orders of the Town Council are reviewed on an annual basis to reflect any changes in structure and procedures and legislation but is subject to continual review during the year as changes to its constituent parts arise.

Excellent working relationships have been established with a range of partners on both formal and informal arrangements. The Town Council has been active in the Local Joint Committees within the town.

The Town Council has achieved the criteria to enable the use of the Power of Well Being and has adopted a Statement of Community Involvement and must when using the Power of Well Being have regard for the recently revised Community Strategy identifying local community priorities. It should however be noted that since the Town Council became a Power of Well Being Council, there has been no occasion when the Town Council has needed to use the power. It is hoped the Council meet the eligibility to use the General Power of Competence during 2012/13.

The Town Council is conscious of the differing roles to be played by members and officers to ensure effective service delivery. Members and Officers have over the last three years developed an excellent working relationship, the product of which has resulted in a strong council, with a good service delivery record and a trust amongst its residents.

### *3 Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour*

The behaviour of Officers and Members is regulated through separate Codes of Conduct which have been formally approved and adopted.

These Codes are supported by the Councillor/Employee Relations Protocol and all are an integral part of the Town Council's governance as are the Financial Regulations, Contract Procedures and policies on Fraud and Corruption, Money Laundering, Whistleblowing and Internet/email Usage.

All Councillors have signed declarations of acceptance of office and undertaking to abide by the Code of Conduct. Members are also encouraged to review their Register of Members Interests and disclosure or Related Party Transactions on an annual basis.

We have approved the accounting statements, which have been prepared in accordance with the requirements of the Accounting and Audit Regulations proper practices.

### *4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk*

The Town Council has established a Committee system with clear delegated powers; this generally allows the Full Council to act as the Overviewer and Scrutineer of Committee decisions.

All reports to Members and all decisions follow a regularly reviewed standard format to ensure that the evidence for decisions is documented and that due consideration is given to all material factors.

All reports are reviewed for legal, equalities, crime and disorder, sustainability, health and wellbeing, financial and risk considerations prior to being presented to Members for formal decision-making.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Governance Statement 31st March 2012**

A schedule of meetings is prepared on an annual basis and details are available on the Town Council's website, where agendas and minutes of all meetings are uploaded in a timely manner.

All meetings of the Town Council are open to the public and provision is made for members of the public to raise any matter of interest or concern with the Town Council.

The behaviour of Officers and Members is regulated through separate Codes of Conduct which have been formally approved and adopted.

We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations, codes of practice which could have a significant financial effect on the ability of the Town Council to conduct its business or on its finances

We have carried out an assessment of the risks facing the Town Council and taken appropriate steps to manage these risks with the introduction of internal controls and / or external insurance cover where required.

A Risk Management Policy, Strategy and Plan are in place and are reviewed annually. Reports on strategic risk are presented to the Finance & General Purposes Committee. Operational risks are included in service plans and the high level risks are also reported to the Finance & General Purposes Committee.

The Town Council operates a Whistleblowing Policy open to both staff and members.

The Town Council has a formal complaints procedure which allows the public or other stakeholders to make a complaint regarding the service received from the Town Council.

The Town Council operates a comprehensive budgeting process supported by effective budgetary control information systems.

The Town Council has established well controlled systems covering the Town Council's financial activities.

During the year, the Town Council's Health and Safety process have been expanded ,addressing operational risks and ensuring the necessary procedures are in place.

We have maintained throughout the year an adequate and effective system of internal audit of the Town Council's accounting records and control systems and carried out a review of its effectiveness. Over the last year we have continued our excellent working relationship with our internal auditor. The lighter touch audit has meant that contact with our external auditor has been minimal.

The Town Council has developed a capital programme designed to maximise quality project delivery in accordance with the strategic visions of the Town Council. Much of this is included within its Medium Term Financial Plan, which was updated to reflect the outcome of a joint meeting of Town and Unitary councillors to discuss their medium - long term aspiration.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Governance Statement 31st March 2012**

As part of the capital programme, the Town Council has begun to set aside funds for the purchase of both administrative and operational bases given the current lease arrangements with Shropshire Council. The Town Council has been in discussions with Shropshire Council regarding the appropriation of assets to meet our future accommodation needs.

We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the Town Council and where appropriate have included them in the accounting statement.

### *5 Developing the capacity and capability of members and officers to be effective*

An officer induction programme is in place to provide a programme of training appropriate to the officer post.

Member Induction training will be developed in time for the 2013 election and a bespoke package of training has been undertaken in conjunction with members of Oswestry Town Council. In addition to this specific training and support is given to the Mayor and Deputy Mayor to enable them to effectively discharge their respective roles both as Civic Heads and Chairman of Council.

Job Descriptions and Person Specifications were reviewed and for all posts in light of local government reorganisation and in the event of new posts, an interview panel including both members and officers ensures that the best candidates are appointed into each position.

An annual appraisal process has been developed for operational staff. Further work is ongoing on the development of an appraisal system for admin and management.

Significant budget provision is set aside annually to ensure that both member and officer training needs are met.

A significant commitment has also been made towards retaining good staff, by offering benefits such as career grades for professional officers, flexible working arrangements, bespoke training and where relevant membership to professional bodies. This helps to ensure that valuable skills and experience are retained and passed on, rather than being lost.

In addition the Town Council has established a fund to support workers learning to drive.

The Town Council benefits from a workforce of many years standing with minimal staff turnover. The Town Council acknowledges staff commitment through its long standing awards scheme.

2011/12 saw the introduction of an Apprenticeship Scheme. The Town Council has benefitted from many of its staff learning their roles through similar schemes in the 1970's and 1980's. The Town Council is keen to develop opportunities for young people to learn from the experiences of others and become the grounds maintenance team of tomorrow. Two apprentices have been assigned to the grounds maintenance team on a 2 year placement.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Governance Statement 31st March 2012**

### *6 Engaging with local people and other stakeholders to ensure robust public accountability*

Shrewsbury Town Council recognises that communication with all stakeholders plays a fundamental role in the successful delivery of high quality, cost effective services.

We have provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounting and Audit Regulations.

Members have been actively involved in the Local Joint Committees, both being committed to consultation and engagement with the local communities, ensuring that the views of all areas of the town were taken into account. Officers work very closely, with members and Community Action Team Officers to understand the needs and aspirations of local people.

The Town Council is constantly striving to improve its communications performance, to build on its track record of continuous improvement and to ensure that the authority as a whole is open and accessible to the community, service users and staff. The Town Council employs a Marketing & Promotions Officer, whose remit is to extend the Town Council further into the communities it serves. Her engagement with the local media ensures the public are well informed about Town Council activities.

All Town Council meetings are open to the public except where personal or confidential matters are discussed. All public agendas and minutes are placed on the Town Council's website, along with the Town Council's policies and strategies. These items are also available for inspection by directly contacting the Town Council, should anyone be unable to access them electronically.

The Town Council has a formal complaints procedure which allows anyone to make a complaint regarding the standard of service received from the Town Council.

### **Review of Effectiveness**

Shrewsbury Town Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control.

The review of effectiveness is informed by the work of the Strategic Management Team (comprising the Town Clerk, Operations Manager and Responsible Financial Officer) within the Town Council who have responsibility for the development and maintenance of the governance environment, the Internal Auditor's Reports and also by comments made by the external auditors and other review agencies and inspectorates.

The process that has been applied in maintaining and reviewing the system of governance includes the following elements:-

- The Town Council has adopted Standing Orders which set out how the Town Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law; others are based on choices made by the Town Council. The Town Clerk is responsible for reviewing the Standing Orders on a regular basis in order to ensure that it continues to operate effectively. All amendments are subject to approval by the Town Council.

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Annual Governance Statement 31st March 2012**

- The Finance & General Purposes Committee has delegated responsibility for monitoring the effectiveness of systems of internal control and plays an important role in the Town Council's risk management processes.
- The Town Council has an external contract with an internal auditor which undertakes 3-4 visits per annum. The internal auditor reports biannually. The reports and actions are reported to the Town Council's Finance & General Purposes Committee which makes recommendations to Full Council. In addition the role and functioning of the Internal Auditor is the subject to an additional effectiveness review.

### **Significant Governance Issues**

The following governance issues have been identified as a result of the review of arrangements and by the work of internal and external audit:

- The Town Council needs to develop an effective appraisal programme which can be utilised for both administrative and operational staff. - Done for operational staff, now looking at admin staff.
- The Town Council needs to develop a Member Development Programme to ensure that Members have access to training in relation to the skills necessary to carry out their various roles. – This is ongoing throughout the electoral cycle of the Town Council.
- The Town Council needs to undertake a Health & Safety Review to ensure a consolidated approach throughout all service delivery areas. – A Health and Safety Review has been carried out and action plans prepared. Additionally the Town Council must look to developing strategies to manage less tangible Health and Safety issues such as stress.
- The Town Council needs to review all the Human Resources Policies inherited from the Shrewsbury & Atcham Borough Council to ensure relevance with existing service delivery and conformity to current legislation. - The development of a new employment policies is ongoing.
- In readiness for the elections in 2013 all governance documents (standing Orders, Financial Regulations) shall be reviewed.
- During 2011/12 the Town Council has been in discussion with Shropshire Council regarding the transfer of the Countryside Unit and Monkmoor Recreation Ground. These will have an impact on the Town Council's governance arrangements given the transfer of land/buildings, staff and equipment and the allocation of a budget. Work will be ongoing during 2012/13 to ensure these assets are embedded in the Town Council's functions.

We are working in those arrears that have not yet been fully addressed.

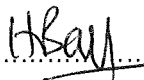
# UNAUDITED ACCOUNTS

**Shrewsbury Town Council  
Annual Governance Statement  
31st March 2012**

## **Approval of Statement**

This statement was approved by the Full Council on Monday 25th June 2012 when authority was granted for the Mayor of Shrewsbury and Town Clerk to sign.

Mayor of Shrewsbury Town Council (Keith R Roberts)..... 

Town Clerk (Helen Ball) ..... 

On behalf of Shrewsbury Town Council



# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Statement of Responsibilities for the Accounts 31st March 2012

### The Town Council's Responsibilities

The Town Council is required:

- To make arrangements for the proper administration of its financial affairs, including the appointment of an Internal Auditor.
- To secure that one of its officers has the responsibility for the administration of those affairs. In this Council, that officer is the Responsible Financial Officer (RFO).
- To manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- To approve the accounts and annual return.
- To set a budget and determine a precept levy on the local rating authority.

### The Responsible Financial Officer's Responsibilities

The RFO is responsible for the preparation of the council's statement of accounts as contained in *Governance and Accountability for Local Councils (Part 3) - A Practitioners Guide (England) "The Guide"*, to present a true and fair view of the financial position of the Council at 31 March 2012 and its income and expenditure for the year then ended.

In preparing the statements of accounts, the RFO has:

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that were reasonable and prudent, and complied with the guide.

The RFO has also:

- Kept proper accounting records which were up to date.
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

### Responsible Financial Officer's Certificate

I hereby certify that the statement of accounts presents a true and fair view of the position of Shrewsbury Town Council at 31 March 2012, and its income and expenditure for the year ended 31 March 2012.

Signed:  .....  
Responsible Financial Officer

Date: 25/6/12 .....

# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Income and Expenditure Account 31st March 2012

	Notes	2012		2011	
		£	£	£	£
<b>Income</b>					
Precept		871,714		818,511	
Grants received	3	353,453		374,000	
Rental Income, Interest and Investment Income		512,531		531,378	
Charges made for services		1,694,618		1,631,481	
Other Income or Contributions		<u>46,184</u>	3,478,500	<u>66,204</u>	3,421,574
<b>Expenditure</b>					
Direct Service Costs:					
Salaries and Wages		(1,277,631)		(1,304,514)	
Other Costs	20	(787,741)		(926,443)	
Grant-aid Expenditure		(23,626)		(5,000)	
Democratic, Management and Civic Cost:					
Salaries and wages		(228,428)		(217,477)	
Other Costs	20	<u>(185,294)</u>	(2,502,720)	<u>(176,576)</u>	(2,630,010)
<b>Exceptional Items</b>			-		-
<b>Net Surplus for the Year</b>			<u>975,780</u>		<u>791,564</u>

# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Statement of Movement of Reserves 31st March 2012

	Note	Balance 1 April 2011	Net Movement In Year	Balance 31 March 2012	Purpose of reserve
<b>Reserves available for council use to fund future expenditure</b>					
General Fund		460,800	52,296	513,096	Resources available to meet shortfall in running costs
Earmarked Reserves	15	1,871,790	900,692	2,772,482	Resources available for specific purposes
Useable Capital Receipts	16	24,412	22,792	47,204	Proceeds of fixed asset sales for future capital investment
		<u>2,357,002</u>	<u>975,780</u>	<u>3,332,782</u>	
<b>Reserves not available to fund future expenditure</b>					
Capital Financing Account	14	4,126,151	(225,119)	3,901,032	Fixed asset transactions transferred to the Balance Sheet.
<b>Reserves C/F to Balance Sheet</b>		<u>6,483,153</u>	<u>750,661</u>	<u>7,233,814</u>	

# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Balance Sheet 31st March 2012

	Notes	2012	2011
		£	£
<b>Fixed Assets</b>			
Tangible fixed assets:			
Land and Buildings	7	2,901,208	3,047,519
Vehicles and Plant	7	326,122	404,930
Non - operational	7	5,625	5,625
Investment Properties	7	<u>668,077</u>	<u>668,077</u>
		3,901,032	4,126,151
<b>Current Assets</b>			
Debtors	10	255,145	275,287
Short term investments		2,500,000	2,000,000
Cash at Bank and In-hand		<u>1,500,832</u>	<u>816,620</u>
		4,255,977	3,091,907
<b>Current Liabilities</b>			
Creditors and accrued expenses	11	580,558	505,047
Commuted Sums Received in Advance	13	<u>342,637</u>	<u>229,858</u>
		923,195	734,905
<b>Net Current Assets</b>		3,332,782	2,357,002
		<u>7,233,814</u>	<u>6,483,153</u>
<b>Financed by:</b>			
<b>Reserves available to the council</b>			
Useable Capital Receipts	16	47,204	24,412
Earmarked Reserves	15	2,772,482	1,871,790
General Reserve		<u>513,096</u>	<u>460,800</u>
		3,332,782	2,357,002
<b>Reserves not available to the council and represent the net investment in fixed assets</b>			
Capital Financing Account	14	3,901,032	4,126,151
		<u>7,233,814</u>	<u>6,483,153</u>

These accounts have been approved by the Town Council.

  
Mayor of Shrewsbury Town Council

Date: 25<sup>TH</sup> JUNE, 2012

  
Responsible Financial Officer

Date: 25/6/12

# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Notes to the Accounts 31st March 2012

### 1 Interest and Investment Income

	2012 £	2011 £
Interest Income - General Funds	<u>39,906</u>	<u>27,280</u>

### 2 Audit Fees

Fees payable for the limited assurance audit carried out by the Town Council's auditors, Mazars LLP, in the year are £4,000, prior year was £4,000.

### 3 Grants Received

	2012 £	2011 £
Shropshire Council - 10 year diminishing contribution	332,000	373,500
Shropshire Council - Local Joint Committee projects	15,893	500
Big Tree Fund - Planting in the year	5,560	-
	<u>353,453</u>	<u>374,000</u>

### 4 Employees

The average weekly number of employees during the year was as follows:

	2012 Number	2011 Number
Full-time and part-time permanent staff including apprentices	<u>64</u>	<u>60</u>

All staff are paid within nationally agreed pay scales

Number of employees whose remuneration excluding employers pension contributions was over £50,000 in bands of £10,000 was:

Band	2012 Number	2011 Number
£50,000 to £59,999	<u>1</u>	<u>1</u>

# UNAUDITED ACCOUNTS

## **Shrewsbury Town Council Notes to the Accounts 31st March 2012**

### **5 Related Party Transactions**

The Town Council is required to disclose material transactions with related parties - bodies or individuals that have potential to control or influence the council or to be controlled or influenced by the Town Council. Disclosure of these transactions allow readers to assess the extent to which the Town Council might have been constrained in its ability to operate independently or might have secured the ability to limit another parties ability to bargain freely with the Town Council.

The Town Council has a SLA with Shropshire Council for a 10 year period for various grounds maintenance in and around Shrewsbury, entered into from 1st April 2009. There are a number of Town Councillors which sit on both Shrewsbury Town Council and Shropshire Council. On the 25th January 2011 the Shropshire Council's Standards Committee granted dispensation to all twin-hatted members in respect of personal and prejudicial interests arising out of their membership of Shropshire Council when matters relating to Shropshire Council are discussed by the Town Council.

### **6 Participation in Pension Scheme**

As part of the terms and conditions of employment of its officers and other employees, the Town Council offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Town Council has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

The Town Council participates in the Local Government Pension Scheme for civilian employees, administered locally by Shropshire County Pension Fund. This is a defined benefit final salary scheme, meaning that the Town Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

The cost to the Town Council for the year ended 31st March 2012 was £147,861 prior year £148,993. There were no outstanding contributions at the Balance sheet date.

The most recent actuarial valuation set the Town Council's employer's contributions rate at 13.6% of employee's pensionable pay, which the Town Council applies.

# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Notes to the Accounts 31st March 2012

### 7 Fixed Assets

	Tangible fixed assets				
	Land and buildings £	Vehicles and plant £	Non - operational £	Investment Properties £	Total £
<b>Cost</b>					
Brought forward	3,377,599	611,364	5,625	668,077	4,662,665
Additions	23,096	34,175	-	-	57,271
Disposals	-	(12,055)	-	-	(12,055)
Impairment	-	-	-	-	-
	<u>3,400,695</u>	<u>633,484</u>	<u>5,625</u>	<u>668,077</u>	<u>4,707,881</u>
<b>Depreciation</b>					
Brought forward	330,080	206,434	-	-	536,514
Charged for the year	169,407	103,339	-	-	272,746
Disposals	-	(2,411)	-	-	(2,411)
	<u>499,487</u>	<u>307,362</u>	<u>-</u>	<u>-</u>	<u>806,849</u>
<b>Net Book Value</b>					
At 31 March 2011	<u>3,047,519</u>	<u>404,930</u>	<u>5,625</u>	<u>668,077</u>	<u>4,126,151</u>
At 31 March 2012	<u>2,901,208</u>	<u>326,122</u>	<u>5,625</u>	<u>668,077</u>	<u>3,901,032</u>

Although classified as capital expenditure, certain minor equipment purchases are not included above as they are not material in overall value.

The asset values are not updated. The value of the assets transferred from SABC were the net Book Value (NBV) as at 31st March 2009.

Investment properties have been revalued at their market values subject to current lease and service occupancy at the 31st March 2010 by Julian Spencer (MRICS), and will be done again in three years time.

### 8 Financing of Capital Expenditure

	2012 £	2011 £
<b>The following capital expenditure during the year:</b>		
Vehicles and plant purchased (net)	22,120	99,740
Land and buildings purchased	23,096	41,136
	<u>45,216</u>	<u>140,876</u>
<b>Financing:</b>		
Precept, Revenue Income and Capital sales	45,216	104,876
Commuted Sums received	-	36,000
	<u>45,216</u>	<u>140,876</u>

# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Notes to the Accounts 31st March 2012

### 9 Information on Assets Held

Fixed assets owned by the Town Council include the following:

	2012 Number	2011 Number
<b>Land and Buildings</b>		
Public conveniences	5	5
The Quarry and Dingle	1	1
Sports pavilions	2	2
Tennis courts	3	3
Bowling greens	3	3
Rec grounds and play areas	various	various
Gardens and grounds	various	various
Open spaces	various	various
Allotments	12	12
Community centres	2	2
Footway lights	400+	400+
<b>Vehicles and Plant</b>		
Mayoral car	1	1
Vehicles and mowers	various	various
Trailers	various	various
Equipment	various	various
Christmas lights	various	various
Office equipment	various	various
<b>Non - operational</b>		
Civic Regalia and silver	various	various
<b>Investment Properties</b>		
Commercial premises	3	3
Residential premises	2	2

### 10 Debtors

	2012 £	2011 £
Trade Debtors	31,680	47,235
Prepayments and accrued income	223,465	211,688
VAT	-	16,364
	<u>255,145</u>	<u>275,287</u>

### 11 Creditors and accrued expenses

	2012 £	2011 £
Trade Creditors	165,406	196,395
Other Creditors	12,337	18,268
Payroll Taxes and Social Security	26,015	26,950
VAT	59,573	-
Accruals	274,402	242,739
Income in Advance	42,825	20,695
	<u>580,558</u>	<u>505,047</u>



# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Notes to the Accounts 31st March 2012

### 12 Financial Commitments under operating leases

#### Vehicles, Plant and Equipment

The Town Council uses photocopying equipment financed under the terms of an operating lease, the amount paid under this arrangement in 2011/12 was £1,149, prior year £1,395. These amounts have been charged to the relevant service heading in the Income and Expenditure Account.

	2012 £	2011 £
Annual obligations expiring within one year	-	-
Annual obligations expiring between two and five years	1,149	1,395
Annual obligations expiring after five years	-	-
	<u>1,149</u>	<u>1,395</u>

#### Land and Buildings

The Town Council leases land and buildings for the provision of public conveniences under the terms of an operating lease. The amount paid under this arrangement in 2011/12 was £2,750, prior year £2,750. This amount has been charged to the relevant service heading in the Income and Expenditure Account.

	2012 £	2011 £
Annual obligations expiring within one year	-	-
Annual obligations expiring between two and five years	-	-
Annual obligations expiring after five years	2,750	2,750
	<u>2,750</u>	<u>2,750</u>

### 13 Commuted Sums Received in Advance

	2012 £	2011 £
Balance brought forward	229,858	245,250
Received in the year	126,971	26,400
Applied in the year	(14,192)	(41,792)
	<u>342,637</u>	<u>229,858</u>
Balance carried forward		

### 14 Capital Financing Account

	2012 £	2011 £
Balance brought forward	4,126,151	4,262,366
Financing capital expenditure in the year using reserve balances	45,216	104,876
Financing capital expenditure in the year using commuted sums	-	36,000
Depreciation	(270,335)	(277,091)
Impairment of Investment Properties	-	-
	<u>3,901,032</u>	<u>4,126,151</u>
Balance carried forward		

# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Notes to the Accounts 31st March 2012

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure and for the repayment of external loans. It also includes the reversal of depreciation and any impairments to ensure it does not impact on the amount to be met from precept. It does not represent a reserve which the Town Council can use to support future expenditure.

Certain assets were transferred from SABC at no cost. To fairly state the value of the assets and comply with the council's accounting policy these have been included in the accounts at their NBV at 31st March 2009.

<b>15 Earmarked Reserves</b>	<b>Balance at 01/04/11 £</b>	<b>Transfers to / (from) reserves £</b>	<b>Use of reserves in year £</b>	<b>Balance at 31/03/12 £</b>
Election cost reserve	10,000	5,000	-	15,000
CCTV	45,000	(1,904)	23,096	20,000
Equipment and vehicle replacement	275,000	105,692	-	380,692
Contingency reserve	50,000	-	-	50,000
Children's play areas	256,000	65,000	-	321,000
Quarry greenhouse	200,000	50,000	-	250,000
Allotments	145,000	-	-	145,000
Future Town Council projects	890,790	100,000	-	990,790
Butcher Row Toilets	-	250,000	-	250,000
Weeping Cross Depot	-	250,000	-	250,000
Hydro Electric Project	-	100,000	-	100,000
	<u>1,871,790</u>	<u>923,788</u>	<u>23,096</u>	<u>2,772,482</u>

Earmarked reserves represent sums set aside to fund future expenditure and projects.

<b>16 Usable Capital Receipts</b>	<b>2012 £</b>	<b>2011 £</b>
Balance brought forward	24,412	-
Sale of Vehicles and plant in the year	22,792	24,412
Balance carried forward	<u>47,204</u>	<u>24,412</u>

Usable capital receipts represent proceeds of fixed asset sales for future capital investment.

## 17 Contingent Liabilities

The Town Council is not aware of any such liabilities at 31st March 2012.

## 18 Capital Commitments

The Town Council has no capital commitments at 31st March 2012.

# UNAUDITED ACCOUNTS

## Shrewsbury Town Council Notes to the Accounts 31st March 2012

### 19 Post Balance Sheet Events

The Town Council is not aware of any material events that arise after the Balance Sheet date and which did not exist at the time that need to be declared to ensure a fair presentation of the financial statements.

### 20 Summary of Expenditure

The summary of expenditure is based on the subjective analysis contained in the Best Value Accounting Code of Practice. Although the Town Council is no longer subject to these provisions, it is felt they give a view of the figures in a format acceptable in the production of local authority accounts.

	2012 £	2011 £
<b>Direct Service Cost</b>		
Other expenditure	787,741	926,443

Analysis of costs broken into principal components:

Premises and Related Costs	118,314	126,006
Transport Costs	87,058	86,994
Supplies and Services	500,080	533,575
Support Services	19,218	13,968
Capital	63,071	165,900
	<u>787,741</u>	<u>926,443</u>

	2012 £	2011 £
<b>Democratic, Management and Civic Costs</b>		
Other expenditure	185,294	176,576

Analysis of costs broken into principal components:

Premises and Related Costs	8,539	6,723
Transport Costs	12,094	10,227
Supplies and Services	18,118	21,707
Support Services	146,543	137,919
Capital	-	-
	<u>185,294</u>	<u>176,576</u>