

# **Ruspidge & Soudley Parish Council**

## **Annual Financial Report**

**For the year end  
31<sup>st</sup> March 2025**

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# **Ruspidge & Soudley Parish Council**

## **The Council**

### **Chairman**

Mr. W. Acland

### **Vice Chairman**

Mrs. J. Smith

### **Members**

Mr. T. Matthews

Mr. N. Snell

Ms. H. Medcraft

Mr. D. N. Bagwell-Johnston

Mrs. L. Griffiths

Mr. P. Firth

### **Clerk of the Council**

Mr. R. J. Dowding

### **Council Office**

Rheola House

Belle Vue Centre

Cinderford

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### **Auditor**

PKF Littlejohn LLP

(appointed by Smaller Authorities' Audit Appointments  
for six years from 2023/24 to 2028/29)

## **Explanatory Foreword**

The Clerk of the Council, as the Council's Responsible Financial Officer, has prepared this Report to enable the report and accounts to be approved by Council, subject to audit, at the Annual Meeting in May.

Sjs Accountancy Service was appointed as the Council's independent auditor in March, 2025.

The inspection period for the exercise of public rights of the **2024/25** Accounts is the **16th of June, 2025 to 25<sup>th</sup> of July, 2025**. The necessary notices will be published within the Parish advising the public of their rights to inspect and make notes of the accounts, and of their right to object to the accounts if so desired.

The Council's statement of accounts for the year ending 31<sup>st</sup> March, 2025 is set out within this Report and consists of the following statements:

### **The Receipt & Payment Account**

The Council is required to complete the Annual Governance and Accountability Return (AGAR) basic review, with supporting reports and details, as requested, including explanation of variances and earmarked reserves.

The Receipts and Payments account and earmarked reserves are included in this report together with end of year comparison figures as per the completed AGAR for the external auditors.

### **The Supporting Notes**

These provide further information in support of the accounts and shows some detail of the activities of the Council during the year under report.

# **Statement of Responsibilities**

## **The Responsibilities of the Council**

The Council shall ensure the implementation for the proper administration of its financial affairs as per Section 151 of the LGA 1972. The Clerk is appointed the Responsible Financial Officer for the Council. The Council is required to manage its financial affairs to secure economic, efficient and effective use of its resources and to safeguard its assets.

To meet these requirements the Council at its meeting in April, 2025, adopted Financial Regulations for the Council which incorporate the responsibilities of the Responsible Financial Officer.

The audit regime also places a responsibility on the Council as a body corporate, requiring the completion of a Statement of Assurance that the Council has scrutinised its own financial affairs and activities. This Statement of Assurance forms part of the audit proceedings.

## **The responsibilities of the Responsible Financial Officer**

The responsibilities of the Responsible Financial Officer are:

- adopting accounting policies as required by both legislation and best practice
- the day to day maintenance of the Council's financial accounts
- the preparation of the Council's accounts for audit
- ensuring that the Council has adequate insurance cover for both public liability and its assets
- measures for the prevention and detection of fraud and any other irregularity

## **The role of the Honorary Treasurer**

To prevent and detect fraudulent activity an independent Member of the Council is appointed as the Honorary Treasurer who conducts a rolling audit of the account on a monthly basis. Prior to the presentation of the accounts for payment at the meetings of the Council the respective invoices, ledger entries, bank statements, cheques and BACS payments are examined by the Hon. Treasurer for correctness and a verbal report is given to Council by the Hon. Treasurer to this effect. This report is recorded within the Minutes of each meeting. Furthermore, the Clerk, as the Responsible Financial Officer prepares a report for each meeting of the Council which includes all items for payment, records all income and gives a reconciliation of the account to coincide with the monthly bank statements.

### **The role of the Internal Auditor**

The Council requires the appointment of an internal auditor who is totally independent of the Council and its individual members. The internal auditor applies the tests as set out in Appendix 8 of the Practitioners' Guide Governance and Accountability in Local Councils.

### **Certificate by the Responsible Financial Officer (RFO)**

I hereby certify that the statement of accounts for the year ending 31st March 2025, as required by the Accounts and Audit Regulations 2015, are set out within this Report.

I further certify that the statement of accounts presents fairly the financial position of Ruspidge and Soudley Parish Council at the year ending 31st March 2025.

Signed:

A handwritten signature in black ink, appearing to read 'R J Dowding', with a long horizontal flourish extending to the right.

Mr. R. J. Dowding

Dated: 30<sup>th</sup> April 2025

## Bank Reconciliation

### As at 31<sup>st</sup> March 2025

|  |                   |                     |
|--|-------------------|---------------------|
| Opening Balance 1 <sup>st</sup> April 2024 | £ 106,842.80      |                     |
| Receipts in the year 2024/25               | <u>+70,897.65</u> |                     |
| Total                                      | 177,740.45        |                     |
| Payments in the year (incl. VAT)           | <u>-71,696.65</u> |                     |
| Balance at 31 <sup>st</sup> March 2024     | 106,043.80        | <b>£ 106,043.80</b> |

|  |                  |                     |
|--|------------------|---------------------|
| Lloyds Treasurer Account No. 00968395      | £ 304.54         |                     |
| Lloyds Instant Access Account No. 02360831 | 41,756.59        |                     |
| Unity Current Account No. 20473057         | 906.00           |                     |
| Unity Instant Access Account No. 20473060  | <u>63,076.67</u> |                     |
| Total                                      | 106,043.80       | <b>£ 106,043.80</b> |

I certify the above figures represent all transactions for the financial year 2024/25



Mr. R. J. Dowding

## Annual Income (receipts) Sheet

| Month         | Total                  | Precept & LCTS                | Bank Interest   | S.106 Interest | Agency          | S.106    | VAT             | Misc     |
|---------------|------------------------|-------------------------------|-----------------|----------------|-----------------|----------|-----------------|----------|
| Balance B/F   |                        |                               |                 |                |                 |          |                 |          |
|               |                        |                               |                 |                |                 |          |                 |          |
| April         | 32,486.85              | 30,655.00                     | 44.84           | -              | 670.00          | -        | 1,117.01        | -        |
| May           | 65.53                  | -                             | 65.53           | -              | -               | -        | -               | -        |
| June          | 498.64                 | -                             | 498.64          | -              | -               | -        | -               | -        |
| July          | 819.53                 | -                             | 62.26           | -              | -               | -        | 757.27          | -        |
| August        | 54.43                  | -                             | 54.43           | -              | -               | -        | -               | -        |
| September     | 31,127.34              | 30,655.00                     | 472.34          | -              | -               | -        | -               | -        |
| October       | 948.34                 | -                             | 54.96           | -              | -               | -        | 893.38          | -        |
| November      | 62.63                  | -                             | 62.63           | -              | -               | -        | -               | -        |
| December      | 3,418.16               | -                             | 467.08          | -              | 2,951.08        | -        | -               | -        |
| January       | 54.15                  | -                             | 54.15           | -              | -               | -        | -               | -        |
| February      | 926.50                 | -                             | 52.66           | -              | -               | -        | 873.84          | -        |
| March         | 435.55                 | -                             | 435.55          | -              | -               | -        | -               | -        |
|               |                        |                               |                 |                |                 |          |                 |          |
| <b>TOTALS</b> | <b>70,897.65</b>       | <b>61,310.00</b>              | <b>2,325.07</b> | <b>-</b>       | <b>3,621.08</b> | <b>-</b> | <b>3,641.50</b> | <b>-</b> |
|               |                        |                               |                 |                |                 |          |                 |          |
|               |                        |                               |                 |                |                 |          |                 |          |
| <i>minus</i>  | <b>70,897.65</b>       | <b>GROSS INCOME</b>           |                 |                |                 |          |                 |          |
|               | <b>61,310.00</b>       | <b>PRECEPT</b>                |                 |                |                 |          |                 |          |
|               | <b>9,587.65</b>        | <b>NET INCOME</b>             |                 |                |                 |          |                 |          |
|               |                        |                               |                 |                |                 |          |                 |          |
|               | <b>2,325.07</b>        | <b>TOTAL BANK INTEREST</b>    |                 |                |                 |          |                 |          |
|               |                        |                               |                 |                |                 |          |                 |          |
|               |                        |                               |                 |                |                 |          |                 |          |
|               | <b>AGENCY RECEIPTS</b> |                               |                 |                |                 |          |                 |          |
|               | <b>2,951.08</b>        | <b>STREET CLEANING FoDDC</b>  |                 |                |                 |          |                 |          |
|               | <b>70.00</b>           | <b>ROAD SIGN CLEANING GCC</b> |                 |                |                 |          |                 |          |
|               | <b>600.00</b>          | <b>GRASS CUTTING GCC</b>      |                 |                |                 |          |                 |          |



## Annual Expenditure (payments) Sheet

| Clerk (RD) Payment    |                   |                  |                   |                  |                |                |                  |                  |                  |
|-----------------------|-------------------|------------------|-------------------|------------------|----------------|----------------|------------------|------------------|------------------|
| Budget                |                   |                  | £19,000.00        | £1,000.00        | £7,200.00      | £3,360.00      | £4,500.00        |                  |                  |
| Month                 | Total             | VAT              | Salary            | NI/PAYE          | NEST           | Tel/Mob/B.B.   | Grass Cut        | St. Cleaning     | Play Areas       |
| April                 | £4,581.04         | £179.13          | £1,223.07         | £149.71          | £55.35         | £69.41         | £660.00          | £279.51          | £544.98          |
| May                   | £4,057.59         | £251.57          | £1,268.56         | £177.94          | £60.06         | £76.61         | £770.00          | £279.51          | £84.00           |
| June                  | £7,338.67         | £326.57          | £1,294.05         | £193.49          | £62.67         | £76.60         | £815.00          | £279.51          | £1,449.27        |
| July                  | £5,595.93         | £409.40          | £1,248.25         | £165.42          | £57.96         | £77.33         | £820.00          | £279.51          | £545.95          |
| August                | £4,574.59         | £206.43          | £1,243.27         | £162.19          | £57.44         | £59.31         | £765.00          | £279.51          | £84.00           |
| September             | £4,033.02         | £277.55          | £1,309.38         | £202.78          | £64.24         | £99.92         | £825.00          | £279.51          | £0.00            |
| October               | £7,997.30         | £351.63          | £1,268.56         | £177.94          | £60.06         | £82.68         | £775.00          | £279.51          | £84.00           |
| November              | £5,613.00         | £449.70          | £1,283.89         | £187.24          | £61.62         | £63.53         | £750.00          | £279.51          | £505.35          |
| December              | £3,278.25         | £72.51           | £1,238.09         | £159.17          | £56.91         | £69.72         | £265.00          | £279.51          | £84.00           |
| January               | £4,731.26         | £299.45          | £1,592.39         | £376.95          | £93.38         | £64.40         | £670.00          | £279.51          | £84.00           |
| February              | £3,754.10         | £132.21          | £1,345.24         | £224.89          | £67.94         | £60.80         | £30.00           | £279.51          | £239.00          |
| March                 | £15,522.42        | £2,010.45        | £1,302.79         | £198.91          | £63.58         | £66.73         | £0.00            | £279.51          | £1,161.53        |
| <b>Total Paid</b>     | <b>£71,077.17</b> | <b>£4,966.60</b> | <b>£15,617.54</b> | <b>£2,376.63</b> | <b>£761.21</b> | <b>£867.04</b> | <b>£7,145.00</b> | <b>£3,354.12</b> | <b>£4,866.08</b> |
| <b>Budget Balance</b> |                   |                  |                   | <b>£244.62</b>   |                | <b>£132.96</b> | <b>£55.00</b>    | <b>£5.88</b>     | <b>-£366.08</b>  |

  

| Budget                | £2,896.00        | £200.00        | £984.00          | £700.00        | £2,000.00        | £450.00        | £2,100.00        | £6,954.00        |  |
|-----------------------|------------------|----------------|------------------|----------------|------------------|----------------|------------------|------------------|--|
| Month                 | Dog Waste        | Office         | IT/Web           | Copier         | F.F. Grass Cut   | Training       | Rent/S.Charge    | Miscellaneous    |  |
| April                 | £208.00          | £0.00          | £67.94           | £112.31        | £0.00            | £0.00          | £22.50           | £924.15          |  |
| May                   | £280.00          | £0.00          | £67.94           | £0.00          | £0.00            | £0.00          | £21.00           | £428.40          |  |
| June                  | £224.00          | £115.85        | £67.94           | £0.00          | £60.00           | £0.00          | £0.00            | £2,106.72        |  |
| July                  | £224.00          | £6.80          | £67.94           | £112.47        | £180.00          | £0.00          | £927.90          | £246.00          |  |
| August                | £280.00          | £0.00          | £67.94           | £0.00          | £180.00          | £0.00          | £22.50           | £300.00          |  |
| September             | £224.00          | £0.00          | £67.94           | £0.00          | £180.00          | £0.00          | £0.00            | £460.70          |  |
| October               | £280.00          | £26.62         | £93.74           | £134.15        | £180.00          | £0.00          | £442.20          | £228.75          |  |
| November              | £224.00          | £13.60         | £229.93          | £0.00          | £0.00            | £0.00          | £22.50           | £1,492.65        |  |
| December              | £224.00          | £0.00          | £67.94           | £0.00          | £0.00            | £0.00          | £21.00           | £140.00          |  |
| January               | £280.00          | £0.00          | £67.94           | £117.79        | £0.00            | £0.00          | £485.70          | £45.00           |  |
| February              | £224.00          | £34.87         | £173.54          | £0.00          | £0.00            | £0.00          | £18.00           | £232.10          |  |
| March                 | £224.00          | £13.60         | £173.33          | £0.00          | £0.00            | £0.00          | £18.00           | £1,162.72        |  |
| <b>Total Paid</b>     | <b>£2,896.00</b> | <b>£211.34</b> | <b>£1,214.06</b> | <b>£476.72</b> | <b>£780.00</b>   | <b>£0.00</b>   | <b>£2,001.30</b> | <b>£7,767.19</b> |  |
| <b>Budget Balance</b> | <b>£0.00</b>     | <b>-£11.34</b> | <b>-£230.06</b>  | <b>£223.28</b> | <b>£1,220.00</b> | <b>£450.00</b> | <b>£98.70</b>    | <b>-£813.19</b>  |  |

  

| Budget                | £4,700.00        | £600.00        | £0.00        | £100.00        | £10,068.40        | £200.00        | £106.00         |  |  |
|-----------------------|------------------|----------------|--------------|----------------|-------------------|----------------|-----------------|--|--|
| Month                 | S.137            | Other Grants   | S.106        | MUGA & Elc     | BRT A/M           | St. Furniture  | Tech & PAT      |  |  |
| April                 | £0.00            | £42.00         | £0.00        | £0.00          | £0.00             | £42.98         | £0.00           |  |  |
| May                   | £250.00          | £42.00         | £0.00        | £0.00          | £0.00             | £0.00          | £0.00           |  |  |
| June                  | £0.00            | £42.00         | £0.00        | £0.00          | £225.00           | £0.00          | £0.00           |  |  |
| July                  | £0.00            | £42.00         | £0.00        | £0.00          | £185.00           | £0.00          | £0.00           |  |  |
| August                | £750.00          | £42.00         | £0.00        | £0.00          | £75.00            | £0.00          | £0.00           |  |  |
| September             | £0.00            | £42.00         | £0.00        | £0.00          | £0.00             | £0.00          | £0.00           |  |  |
| October               | £3,300.00        | £42.00         | £0.00        | £0.00          | £175.00           | £0.00          | £15.46          |  |  |
| November              | £0.00            | £42.00         | £0.00        | £0.00          | £0.00             | £0.00          | £7.48           |  |  |
| December              | £0.00            | £42.00         | £0.00        | £0.00          | £558.40           | £0.00          | £0.00           |  |  |
| January               | £0.00            | £42.00         | £0.00        | £0.00          | £150.00           | £0.00          | £82.75          |  |  |
| February              | £400.00          | £42.00         | £0.00        | £0.00          | £250.00           | £0.00          | £0.00           |  |  |
| March                 | £0.00            | £42.00         | £0.00        | £0.00          | £8,450.00         | £0.00          | £355.27         |  |  |
| <b>Total Paid</b>     | <b>£4,700.00</b> | <b>£504.00</b> | <b>£0.00</b> | <b>£0.00</b>   | <b>£10,068.40</b> | <b>£42.98</b>  | <b>£460.96</b>  |  |  |
| <b>Budget Balance</b> | <b>£0.00</b>     | <b>£96.00</b>  | <b>£0.00</b> | <b>£100.00</b> | <b>£0.00</b>      | <b>£157.02</b> | <b>-£354.96</b> |  |  |

|                |                   |
|----------------|-------------------|
| Gross EXP      | £71,077.17        |
| minus VAT      | £4,966.60         |
| <b>Net EXP</b> | <b>£66,110.57</b> |

## Summary of Expenditure.

Gross Expenditure

71,077.17

Gross Income

-70,897.65

**179.52**

*Total overspend in the 2024/25 financial year.  
Overspend payment taken from unallocated  
reserve.*

## ASSETS REGISTER as at 31<sup>st</sup> March, 2025

|  | Year Acquired  | Asset  | Declared Value   | Definition of Asset  |
|--|----------------|--|------------------|----------------------|
| A  | 2001<br>2006/7 | Play equipment, Soudley<br>+2 bay junior swings      | 120,341          | Children’s play area |
|  | 1998           | Play equipment, Woodlands View                       |                  | Children’s play area |
|  | 2002           | Play equipment, Ruspidge                             |                  | Children’s play area |
|  | 2019           | Assault course unit                                  |                  | Children’s play area |
| Insurance Definition - Street Furniture  |                |  |                  |                      |
| B  | 2001           | Hod-boy wood carving                                 | 85,921           | Public amenity       |
| C  | 2021           | Cullimore bridge                                     |                  | Public footbridge    |
| D  | 2003           | Youth shelter, Ruspidge                              |                  | Public amenity       |
| E  | 2004/5/6       | 3x bus shelters                                      |                  | Public amenity       |
| F  | 2010           | Youth shelter, Soudley                               |                  | Public amenity       |
| G  | 2017           | VAS signs  |                  | Public safety        |
| H  | 2024           | ANPR Camera  |                  | Public Safety        |
| Insurance Definition - Sports Equipment  |                |  |                  |                      |
| I  | 2011           | Outdoor gym, Ruspidge                                | 21,017           | Public amenity       |
| J  | 2017           | RWT cabins   | 33,056           | Public amenity       |
| K  |                | Ground surfaces                                      | 26,476           | Public amenity       |
| L  |                | War memorial   | 40,000           | Public amenity       |
|  | 2000           | Land at Soudley Valley Park                          | 979              | Recreational land    |
|  | 2002           | Public seat at junction of St. White’s / Ruspidge Rd | 343              | Public amenity       |
|  | 2005           | 2x notice boards                                     | 1,100            | Public information   |
|  | 2008           | Multi-use games area (MUGA)                          | 52,000           | Public amenity       |
|  | 2009           | Life size wooden carving of adult on Blue Rock Trail | 10,000           | Public amenity       |
| Note: The items listed within this box are not included in the council’s insurance |                |  |                  |                      |
| The basis of valuation of all assets is the historic cost or insurance value.      |                |  |                  |                      |
| Total of assets for Annual Financial Report & Audit Return 391,233                 |                |  |                  |                      |
| L  | Unknown        | Ruspidge playing fields                              | Nominal<br>£1.00 | Recreational land    |

## Receipt/Payment Comparison

### Income and Expenditure comparison –

### Statement of Accounts as per the Audit Annual Return.

*Figures are rounded to the nearest £.*

|  | 2023/24 | 2024/25 |
|--|---------|---------|
|  | £       | £       |
| 1. Balances brought forward as at 1st April<br>( <i>Treasurers, Reserves</i> ) | 115,085 | 106,843 |
| 2. (+) Annual precept  | 54,890  | 61,310  |
| 3. (+) Total other receipts  | 9,286   | 9,588   |
| 4. (-) Staff costs   | 17,243  | 18,755  |
| 5. (-) Loan interest/capital repayments  | .nil    | .nil    |
| 6. (-) Total other payments*   | 55,175  | 52,941  |
| 7. (=) Balances carried forward *<br>Must equal (1+2+3) – (4+5+6)              | 106,843 | 106,044 |
| 8. Total cash & Investments  | 106,843 | 106,044 |
| 9. Total fixed assets  | 387,948 | 391,233 |
| 10. Total borrowings   | .nil    | .nil    |

## Supporting Notes

### 1. General

- 1.1 The credit balance carried forward on the 31<sup>st</sup> March, 2025 is **£ 106,044**  
The financial year end balance of **£ 106,044** includes reserves in respect of:

| Summary of allocated reserves:  | Thousands             |
|---|-----------------------|
| Blue Rock Trail – Contingency   | 51                    |
| Blue Rock Trail – Wood Carving ('Nearly There' Sculpture)                                       | 1,000                 |
| Cullimore Bridge – Contingency  | 500                   |
| Election Costs (Estimated Figure)   | 3,500                 |
| Woodland View Play Area – Legal/Administration Fees   | 2,000                 |
| Clerk Long – Term Sick Leave  | 15,000                |
| MUGA (PC's Self-Insurance)  | 3,000                 |
| VAS Maintenance Contract – Paid Every Three Years<br>(Renewal due in 2026 Estimated Cost 3,000) | 2,000                 |
| CCTV Ruspidge Recreation  | 4,000                 |
| <b>Total allocated reserves</b>   | <b>31,051</b>         |
| <b>Balance of accounts</b>  | <b><u>106,044</u></b> |
| <b>Balance of accounts minus allocated reserves</b>   | <b>74,993</b>         |

- 1.2 VAT payments and claims made during the financial year under report:

|   |          |
|---|----------|
| VAT Payments made in the financial year 24/25 | 4,966.60 |
|---|----------|

#### VAT Reclaimed in the financial year 24/25

|   |                 |
|---|-----------------|
| Outstanding from 2023/24 financial year, 4th quarter. Jan – Mar | 1,117.01        |
| 1 <sup>st</sup> quarter. April – June                           | 757.27          |
| 2nd quarter. July – September                                   | 893.38          |
| 3rd quarter. October – December                                 | <u>873.84</u>   |
| Total of VAT Reclaimed in the financial year 24/25              | <b>3,641.50</b> |

|                                       |          |
|---------------------------------------|----------|
| 4th quarter. Outstanding, Jan – March | 2,442.11 |
|---------------------------------------|----------|

*At the time of writing this report, I can confirm that payment of the 4<sup>th</sup> quarter has been received in April 2024 and will be covered under the 2025/26 financial report.*

## **2. Income**

- 2.1 The Council undertakes grass cutting under agency arrangements on behalf of the County Council.
- 2.2 The Council also undertakes street cleaning on behalf of the District Council.
- 2.3 The Income and Expenditure Summary Sheets for the year are on pages 6 and 7.
- 2.4 Agency receipts are listed in the Income Summary on page 6.

## **3. Expenditure**

- 3.1 A salary based on the NALC recommended hourly rate is paid to the Clerk. PAYE and NIC are deducted at source. Payment is also made to NEST pension scheme.
- 3.2 Under Section 137 of the LGA 1972, as amended, the Council approved the following grants:

### **General Grant Applications**

Grants for eligible local groups, clubs and voluntary organisations, considered by Council through two funding rounds in the year.

#### **Round One.**

April – June, applications reviewed and grants awarded at the July PC meeting.

|                                      |        |
|--------------------------------------|--------|
| Busy Rascals (rental contribution)   | 500.00 |
| St Johns Church (grass cutting)      | 250.00 |
| Brody Trust (equipment contribution) | 400.00 |

|                        |                   |
|------------------------|-------------------|
| <b>Round One Total</b> | <b>£ 1,150.00</b> |
|------------------------|-------------------|

#### **Round Two.**

Oct – Dec, applications reviewed and grants awarded at the January PC meeting.

No 'Round Two' grant applications were received from eligible local groups, clubs and voluntary organisations.

|                        |               |
|------------------------|---------------|
| <b>Round Two Total</b> | <b>£ 0.00</b> |
|------------------------|---------------|

**Central Grant applications.**

Organisations eligible for central grants are: Ruspidge Memorial Hall Committee, Soudley Village Hall and Recreation Ground Committee, Ruspidge Welfare Trust Committee. Central Grants will be considered throughout the year.

**Soudley Village Hall**

|                   |          |
|-------------------|----------|
| Lower Road bridge | 2,800.00 |
| Fireworks         | 500.00   |
| Soudley Bugle     | 250.00   |

**Central Grant Payments Total** **£ 3,550.00**

**Section 137 Grants.**

**Total payments made in the year** **£ 4,700.00**

3.3 Other grants made by the Council were:

**Ruspidge Welfare Trust**

Play area weekly inspections **£ 504.00**

3.4 **Blue Rock Trail** - Expenditure incurred during the year under report in maintenance and further development of the Blue Rock Trail:

Maintenance work **£ 10,068.40**

3.6 No Cllrs. travelling expenses claimed during the period of this report.

3.7 Chairman's Allowance - no payments were made under the Chairman's Allowance.

3.8 There are no outstanding loans either by, or to, the Council.

3.9 The Council has a lease agreement with Konica Minolta Ltd for a photocopier, located at the Parish Council's office.

3.10 A non-repairing tenancy agreement exists with Cinderford Town Council in respect of the Council's office in Room 31, Rheola House, Belle Vue Centre, Cinderford. Rent payable is **£530** per quarter inc V.A.T. The Council is not party to any other tenancy agreements.

3.11 **As Trustee of the Ruspidge Welfare Trust, the Council is responsible for the financial management of the Trust.**

-End at 3.11-