



Brandon & Byshottles Parish Council

Mrs C Dixon
Clerk to the Council

Council Offices
6 Goatbeck Terrace
Langley Moor
County Durham
DH7 8JJ
Tel: 0191 3789947
info@brandonandbyshottlesparishcouncil.gov.uk

5th June 2026

Dear Councillor,

You are hereby summoned to attend the Meeting of the Finance Committee which will be held in the Council Chambers, 6 Goatbeck Terrace, Langley Moor, Durham, DH7 8JJ, on Thursday 11th June 2026, at 10.30am.

C. Dixon

Mrs Claire Dixon
Clerk to the Council

AGENDA

- 1. Apologies for Absence** – to consider for approval.
- 2. Declarations of interest and requests for dispensations** – to consider any declarations by councillors in accordance with the Localism Act 2011 or the Council's Code of Conduct for approval.
- 3. Public Participation** – to receive any questions or representations from members of the public.
- 4. Minutes of the previous meeting** – to consider for approval the minutes of the Finance Committee held on 11th March 2026 (attached)
- 5. Income & Expenditure to 31st March 2026 (Year End)** – to consider report (attached).
- 6. Bank Reconciliations February & March 2026** – to consider report (attached).
- 7. Earmarked Reserves at 31st March 2026** – to consider report (attached).
- 8. Annual Accounting Statement 2025-26** – to consider for recommendation to Council.
- 9. Counterfeit Bank Note Report** – to consider the report (attached).

BRANDON & BYSHOTTLES PARISH COUNCIL
MINUTES OF THE FINANCE MEETING OF THE COUNCIL HELD IN
THE COUNCIL CHAMBERS, 6, GOATBECK TERRACE,
LANGLEY MOOR, DURHAM, DH7 8JJ
ON WEDNESDAY 11th MARCH 2026 AT 7 PM

Present:

Councillor S Leckenby (Chair)

Councillors D Bell, J Jamieson, J S Burt and J A Turnbull.

ALSO PRESENT: Mrs C Dixon (Clerk)

1. Apologies for Absence

Apologies for absence were received from Cllrs A Bonner and M Wilson

RESOLVED: to **RECEIVE** the apologies.

2. Declarations of Interest & Requests for Dispensations

RESOLVED: Declarations of interest were received from the following:

Cllr S Leckenby - Brandon Carrside - Committee Member.

Cllr J Turnbull - Brandon Carrside - Committee Member.

Cllr J Jamieson – Brandon Carrside – Committee Member.

3. Public Participation

There were no representations from the public.

4. Minutes of the Meeting held on 10th December 2025.

RESOLVED: That the minutes of the Meeting held on 10th December 2025 were

CONFIRMED as a correct record and signed by the Chair.

5. Income & Expenditure to 31st January 2026

The Clerk requested that members confirm where monies were to come from for members' conferences that they were attending at the end of March. Members requested confirmation regarding budget headings 4020 and 4025 to ensure that these were treated separately.

RESOLVED: To **RECEIVE** the report and to **APPROVE** delegating authority to officers to allocate the required funding from earmarked reserves for members' conference attendance. The Clerk is to confirm the budget headings.

6. Bank Reconciliation November 2025 – January 2026

RESOLVED: To **RECEIVE** the report and to note that Cllr J Burt be appointed to verify the bank reconciliation documents.

7. Petty Cash Report

RESOLVED: To **APPROVE** the petty cash limit to be reduced to £50.

The meeting closed at 7.15 pm

Signed

Date

Agenda Item 5

Brandon and Byshottles PC

Working details for ANNUAL RETURN - Year ended 31 March 2026 by Centre

	2024/25 £	2025/26 £	Variance £	Variance %	Code	Centre	Code Description	Explanation
1	132,066	104,756	-27,310	-21	310		General Reserves	
1	14,412	0	-14,412	-100	330		EMR - Allotments	
1	21,474	20,983	-491	-2	321		EMR - Brandon Ward	
1	12,967	9,281	-3,686	-28	322		EMR - Meadowfield Ward	
1	14,129	15,750	1,621	11	323		EMR - Langley Moor Ward	
1	4,580	5,223	643	14	324		EMR - New Brancepeth Ward	
1	22,185	6,751	-15,434	-70	325		EMR - Ushaw Moor Ward	
1	8,440	9,498	1,058	13	326		EMR - Esh Winning Ward	
1	17,825	18,825	1,000	6	327		EMR - Elections	
1	6,900	6,900	0	0	328		EMR - Community Fund	
1	1,500	1,500	0	0	329		EMR - Community Awards	
1 Balances brought forward	256,478	199,467	-57,011	-22	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.			
2	241,625	242,033	408	0	1076	100	Precept	
2 (+) Precept	241,625	242,033	408	0	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.			
Rates and Levies								
3	11,111	7,925	-3,186	-29	1200	100	Bank interest	interest rates reduced and lower balances held in 2025/26
3	902	415	-487	-54	1400	100	LCTSS Grant from DCC	Grant reduced by 50% in 2025/26
3	53	54	1	2	1500	100	Wayleave	
3	2,439	80	-2,359	-97	1600	100	Misc Income	2024/25 included chair's charity balance of £2,268, liability in balance sheet
3	1,949	2,057	108	6	1335	200	Parish Paths - Income	
3	4,267	19,090	14,823	347	1300	300	Rents	allotment rent properly allocated for first time in 2024/25
3	0	742	742	#DIV/0!	1085	400	Grants Received	one off grant 2025/26 Defib
3	0	742	742	#DIV/0!	1085	420	Grants Received	one off grant 2025/26 Defib
3	25,691	191	-25,500	-99	1150	440	Insurance claim	insurance claim
3 (+) Total other receipts	46,412	31,295	-15,117	-33	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.			
4	40,437	40,820	383	1	4000	100	Salaries	
4	10,770	4,747	-6,023	-56	4001	100	ERS NI	clerk employed 10 months lower SCP, no overtime. Asst Clerk more hours
4	12,576	7,960	-4,616	-37	4002	100	Superannuation	clerk employed 10 months lower SCP, no overtime. Asst Clerk more hours
4 (-) Staff costs	63,783	53,527	-10,256	-16	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.			
5 (-) Loan interest/capital repayments	0	0	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings.			
6	8,913	3,132	-5,781	-65	4005	100	Temporary Staff	
6	155	1,530	1,375	887	4020	100	Staff & Members Training	
6	5,500	6,385	885	16	4025	100	Members Training Conferences	
6	1,230	929	-301	-24	4050	100	Travelling & Subs Expenses Mem	
6	0	13	13	#DIV/0!	4055	100	Mileage	
6	1,475	1,513	38	3	4070	100	Chairmans Allowance	
6	3,933	937	-2,996	-76	4075	100	Chair's Charity	
6	40	47	7	18	4080	100	GDPR Data Protection	
6	1,290	1,411	121	9	4090	100	Audit	
6	220	0	-220	-100	4095	100	Bank Charges	
6	1,139	713	-426	-37	4100	100	Stationery	
6	464	369	-95	-20	4101	100	Office Equipment (inc Shredding)	
6	1,690	638	-1,052	-62	4102	100	Postage	
6	135	147	12	9	4105	100	Refreshments	
6	6,442	6,189	-253	-4	4110	100	I.T.	
6	531	1,090	559	105	4111	100	Photocopier	£500 equipment charge in 2025/26
6	3,663	4,069	406	11	4115	100	Subscriptions	
6	4,931	5,137	206	4	4150	100	Insurance	
6	0	33,111	33,111	#DIV/0!	4160	100	Elections	
6	684	749	65	10	4200	100	Electricity	
6	1,871	1,705	-166	-9	4210	100	Gas	
6	323	359	36	11	4220	100	Water	
6	2,051	2,729	678	33	4230	100	Telephone inc Broadband	
6	781	1,212	431	55	4305	100	Building Repairs & D.D.A.	
6	2,240	2,861	621	28	4307	100	Cleaning	
6	357	317	-40	-11	4310	100	Service of fire ext/alarms	
6	194	55	-139	-72	4315	100	Portable Appliance Testing	
6	3,396	3,572	176	5	4340	100	Dog Poo Bags	
6	875	802	-73	-8	4400	100	Civic Functions	

6	2,180	847	-1,333	-61	4450	100 Community Support
6	23,106	24,262	1,156	5	4460	100 Community Highways Worker
6	42,446	35,422	-7,024	-17	4480	100 Carrside Youth Club
6	14,856	25,667	10,811	73	4700	100 Miscellaneous - Expenditure
	7,383	0	-7,383	-100	4800	100 Capital Purchase
6	0	14	14	#DIV/0!	4330	200 Planting/Environmental imp
6	1,949	2,057	108	6	4335	200 Parish Paths
6	686	769	83	12	4110	300 I.T.
6	5,859	3	-5,856	-100	4300	300 Repairs & Maintenance
6	75	75	0	0	4345	300 Land Rent - Deerness Walk
6	54	3	-51	-94	4700	300 Miscellaneous - Expenditure
6	152	137	-15	-10	4220	301 Water
6	230	106	-124	-54	4300	301 Repairs & Maintenance
6	0	600	600	#DIV/0!	4320	301 Grass Cutting
6	240	0	-240	-100	4505	301 Skips
6	209	406	197	94	4220	302 Water
6	0	78	78	#DIV/0!	4300	302 Repairs & Maintenance
6	516	54	-462	-90	4500	302 Pest Control
6	230	0	-230	-100	4505	302 Skips
6	198	197	-1	-1	4220	303 Water
6	145	93	-52	-36	4300	303 Repairs & Maintenance
6	240	0	-240	-100	4505	303 Skips
6	127	112	-15	-12	4220	304 Water
6	0	150	150	#DIV/0!	4300	304 Repairs & Maintenance
6	0	230	230	#DIV/0!	4505	304 Skips
6	356	631	275	77	4220	305 Water
6	346	2,244	1,898	549	4300	305 Repairs & Maintenance
6	657	886	229	35	4500	305 Pest Control
6	240	240	0	0	4505	305 Skips
6	189	308	119	63	4220	306 Water
6	455	512	57	13	4500	306 Pest Control
6	0	230	230	#DIV/0!	4505	306 Skips
6	380	960	580	153	4220	307 Water
6	1,500	0	-1,500	-100	4300	307 Repairs & Maintenance
6	616	0	-616	-100	4500	307 Pest Control
6	334	373	39	12	4220	308 Water
6	500	335	-165	-33	4300	308 Repairs & Maintenance
6	310	465	155	50	4220	309 Water
6	630	240	-390	-62	4300	309 Repairs & Maintenance
6	0	675	675	#DIV/0!	4320	309 Grass Cutting
6	417	0	-417	-100	4500	309 Pest Control
6	0	230	230	#DIV/0!	4505	309 Skips
6	182	301	119	65	4220	310 Water
6	1,558	185	-1,373	-88	4300	310 Repairs & Maintenance
6	407	497	90	22	4500	310 Pest Control
6	480	0	-480	-100	4505	310 Skips
6	142	214	72	51	4220	311 Water
6	150	4	-146	-97	4300	311 Repairs & Maintenance
6	210	353	143	68	4220	312 Water
6	854	245	-609	-71	4300	312 Repairs & Maintenance
6	1,145	1,832	687	60	4220	313 Water
6	2,829	145	-2,684	-95	4300	313 Repairs & Maintenance
6	566	590	24	4	4500	313 Pest Control
6	480	230	-250	-52	4505	313 Skips
6	108	181	73	68	4220	314 Water
6	0	460	460	#DIV/0!	4300	314 Repairs & Maintenance
6	230	0	-230	-100	4505	314 Skips
6	311	314	3	1	4220	315 Water
6	180	1	-179	-99	4300	315 Repairs & Maintenance
6	230	0	-230	-100	4505	315 Skips
6	264	0	-264	-100	4220	316 water
6	233	0	-233	-100	4300	316 Repairs & Maintenance
6	4,350	3,751	-599	-14	4320	400 Grass Cutting
6	6,565	7,071	506	8	4330	400 Planting/Environmental imp
6	393	272	-121	-31	4350	400 Street Light Maint & Electric
6	4,100	5,244	1,144	28	4450	400 Community Support
6	5,000	4,280	-720	-14	4480	400 Carrside Youth Club
6	0	1,192	1,192	#DIV/0!	4700	400 Miscellaneous - Expenditure
6	263	243	-20	-8	4200	410 Electricity
6	1,350	1,350	0	0	4320	410 Grass Cutting
6	2,677	2,608	-69	-3	4330	410 Planting/Environmental imp
6	6,950	2,588	-4,362	-63	4450	410 Community Support
6	1,000	857	-143	-14	4480	410 Carrside Youth Club
6	238	274	36	15	4200	420 Electricity
6	2,882	2,608	-274	-10	4330	420 Planting/Environmental imp
6	196	195	-1	-1	4350	420 Street Light Maint & Electric
6	500	1,092	592	118	4450	420 Community Support
6	0	1,192	1,192	#DIV/0!	4700	420 Miscellaneous - Expenditure
6	213	275	62	29	4200	430 Electricity
6	600	600	0	0	4320	430 Grass Cutting
6	1,628	1,565	-63	-4	4330	430 Planting/Environmental imp

6	1,000	1,700	700	70	4450	430 Community Support
6	987	1,675	688	70	4200	440 Electricity
6	12,412	683	-11,729	-94	4325	440 Play Area
6	35,519	6,782	-28,737	-81	4330	440 Planting/Environmental imp
6	4,840	2,950	-1,890	-39	4450	440 Community Support
6	1,000	857	-143	-14	4480	440 Carrside Youth Club
6	0	262	262	#DIV/0!	4700	440 Miscellaneous - Expenditure
6	0	350	350	#DIV/0!	4800	440 Capital Purchase
6	439	215	-224	-51	4200	450 Electricity
6	7,200	3,894	-3,306	-46	4320	450 Grass Cutting
6	78	102	24	31	4325	450 Play Area
6	6,041	6,299	258	4	4330	450 Planting/Environmental imp
6	2,150	2,750	600	28	4450	450 Community Support
6	0	4	4	#DIV/0!	4700	450 Miscellaneous - Expenditure
6	0	350	350	#DIV/0!	4800	450 Capital Purchase

6 (-) All other payments	283,464	253,011	-30,453	-11	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/ capital repayments (line 5).	
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7 (=) Balances carried forward	199,467	166,257	-33,210	-17	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
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8	-3,942	12,336		200	CO OP Bank Current
8	114,044	0		205	Coop Bank Deposit
8	140,569	209,816		210	CCLA - PSDF
8	87	162		250	Petty Cash

8 Total value of cash and short term investments	250,758	222,314	-28,444	-11	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
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9	387,677	428,503	40,826	11	Total Fixed Assets	
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9 Total fixed as plus long term investments and assets	387,677	432,504	44,827	12	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
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10 Total borrowi	0	0	0		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
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Date: 10/03/2026

Brandon and Byshottles PC

Page 1

Time: 14:24

User: SAM

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - CO OP Bank Current

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
31/03/2025	130			-20.00	20.00	☐	Sunderland City Council
30/01/2026	CARD	43.50		43.50		R ☒	Post Office
30/01/2026	CARD	43.50		43.50		R ☒	Post Office
30/01/2026	CARD	-43.50		-43.50		R ☒	Post Office
04/02/2026	CARD	6.99		6.99		R ☒	Amazon
04/02/2026	bacs		24.00	24.00		R ☒	Receipt(s) Banked
04/02/2026	BACS		12.00	12.00		R ☒	Receipt(s) Banked
04/02/2026	BACS		48.00	48.00		R ☒	Receipt(s) Banked
04/02/2026	BACS		89.00	89.00		R ☒	Receipt(s) Banked
05/02/2026	BACS		12.00	12.00		R ☒	Receipt(s) Banked
06/02/2026	BACS		24.00	24.00		R ☒	Receipt(s) Banked
09/02/2026	DD9	88.23		88.23		R ☒	Wave (office)
10/02/2026	BACS	10.00		10.00		R ☒	Gateshead Council
10/02/2026	BACS		12.00	12.00		R ☒	Receipt(s) Banked
10/02/2026	BACS		24.00	24.00		R ☒	Receipt(s) Banked
10/02/2026	BACS		84.00	84.00		R ☒	Receipt(s) Banked
11/02/2026	DD8	416.10		416.10		R ☒	Total Energies Gas & Power Ltd
12/02/2026	CARD	55.98		55.98		R ☒	Amazon
12/02/2026	BACS		24.00	24.00		R ☒	Receipt(s) Banked
12/02/2026	BACS		48.00	48.00		R ☒	Receipt(s) Banked
13/02/2026	BACS	946.39		946.39		R ☒	DCC Pension Fund
13/02/2026	BACS	949.97		949.97		R ☒	HMRC PAYE/NI
16/02/2026	CARD	9.59		9.59		R ☒	Amazon
16/02/2026	CARD	24.60		24.60		R ☒	Post Office
17/02/2026	DD1	84.07		84.07		R ☒	British Gas Trading Ltd
17/02/2026	DD2	24.59		24.59		R ☒	EON Next (Meadowfield Xmas Tre
17/02/2026	DD4	20.95		20.95		R ☒	EON Next (New Brancepeth Xmas
17/02/2026	DD5	21.18		21.18		R ☒	EON Next (Esh Winning Xmas Tre
17/02/2026	DD6	34.23		34.23		R ☒	EON Next (Langley Moor Xmas Tr
17/02/2026	BACS		6.95	6.95		R ☒	Receipt(s) Banked
17/02/2026	BACS		24.00	24.00		R ☒	Receipt(s) Banked
22/02/2026	DD7	43.20		43.20		R ☒	O2 - Telefonica UK
23/02/2026	BACS		18.00	18.00		R ☒	Receipt(s) Banked
23/02/2026	CCLA Tfr		17,500.00	17,500.00		R ☒	Receipt(s) Banked
24/02/2026	DD3	28.37		28.37		R ☒	EON Next 5 (Cell Site Ushaw Mo
25/02/2026	BACS	88.23		88.23		R ☒	Wave (office)
25/02/2026	BACS1	180.00		180.00		R ☒	DK Horticulture
25/02/2026	BACS2	523.99		523.99		R ☒	DK Horticulture
25/02/2026	BACS	182.40		182.40		R ☒	DU Clean Ltd
25/02/2026	BACS4	1,062.94		1,062.94		R ☒	Durham County Council
25/02/2026	BACS5	1,008.00		1,008.00		R ☒	Forvis Mazars
25/02/2026	BACS6	2,367.80		2,367.80		R ☒	LGRC Associates Ltd
25/02/2026	BACS7	84.00		84.00		R ☒	The National Allotment Society
25/02/2026	BACS8	420.00		420.00		R ☒	Safe and Sure Fire Protection
25/02/2026	BACS9	89.88		89.88		R ☒	Safe and Sure Fire Protection
25/02/2026	BACS10	46.20		46.20		R ☒	SLCC Enterprises Ltd
25/02/2026	BACS11	13.82		13.82		R ☒	Transcendit Ltd
25/02/2026	BACS12	118.80		118.80		R ☒	Transcendit Ltd

Date: 10/03/2026

Brandon and Byshottles PC

Page 2

Time: 14:24

User: SAM

Bank Reconciliation up to 28/02/2026 for Cashbook No 1 - CO OP Bank Current

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
25/02/2026	BACS13	444.00		444.00		R 	Transcendit Ltd
25/02/2026	BACS14	65.52		65.52		R 	UKOS Ltd
25/02/2026	BACS15	22.00		22.00		R 	Ushaw Moor Action Group
25/02/2026	BACS16	169.73		169.73		R 	Wave (Folds Close allotments)
25/02/2026	BACS17	103.65		103.65		R 	Wave (Langley Grove allotments)
25/02/2026	BACS18	824.08		824.08		R 	Wave (Low Browney allotments)
25/02/2026	BACS19	43.21		43.21		R 	Wave (Durham Road allotments)
25/02/2026	BACS20	25.24		25.24		R 	Wave (Broompark allotments)
25/02/2026	BACS22	141.23		141.23		R 	Wave (Black Road allotments)
25/02/2026	BACS23	22.58		22.58		R 	Wave (Empire Fields allot Usha
25/02/2026	BACS24	26.88		26.88		R 	Wave (Cockhouse Lane allotment
25/02/2026	BACS25	54.65		54.65		R 	Wave (High Browney allotments)
25/02/2026	BACS26	54.65		54.65		R 	Wave (Station Avenue allotment
25/02/2026	BACS27	523.56		523.56		R 	Stone Technical ServicesGroup
25/02/2026	BACS28	118.80		118.80		R 	Transcendit Ltd
25/02/2026	BACS29	13.82		13.82		R 	Transcendit Ltd
25/02/2026	BACS30	46.48		46.48		R 	Wave (High Meadowfield Allotme
25/02/2026	BACS31	180.44		180.44		R 	Wave (Commercial Street allotm
25/02/2026	BACS	20.00		20.00		R 	Chilton Town Council
25/02/2026	BACS	34.43		34.43		R 	David Bell
25/02/2026	BACS	70.00		70.00		R 	Ferryhill Town Council
25/02/2026	BACS	7.50		7.50		R 	Ferryhill Town Council
25/02/2026	BACS	20.00		20.00		R 	Shildon Town Council
25/02/2026	BACS	90.00		90.00		R 	South Tyneside Council
25/02/2026	BACS	50.00		50.00		R 	Sunderland City Council
25/02/2026	BACS	20.00		20.00		R 	Gateshead Council
25/02/2026	BACS	946.39		946.39		R 	DCC Pension Fund
25/02/2026	BACS	950.17		950.17		R 	HMRC PAYE/NI
25/02/2026	BACS	1,562.40		1,562.40		R 	Claire Dixon
25/02/2026	CARD	2.87		2.87		R 	Lidl
25/02/2026	BACS	250.00		250.00		R 	Durham & Dist Hosp Radio
27/02/2026	DD10	257.78		257.78		R 	Daisy Communications Ltd
27/02/2026	BACS	1,447.12		1,447.12		R 	Sarah Cash
		<u>17,603.18</u>	<u>17,949.95</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 10/03/2026

Brandon and Byshottles PC

Page 1

Time: 14:24

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 1 - CO OP Bank Current**

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO OP Bank Current	28/02/2026	148	4,563.26
			<u>4,563.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,563.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,563.26
		Balance per Cash Book is :-	4,543.26
		Difference Excluding Adjustments is :-	20.00
<u>Adjustments to Reconciliation</u>			
31/03/2025 130 Sunderland City Council		20.00	
			<u>20.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 10/03/2026

Brandon and Byshottles PC

Page 1

Time: 14:29

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 2 - CO OP Bank Deposit Account**

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO OP Bank Deposit Account	28/02/2026		6,720.76
			<u>6,720.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,720.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,720.76
		Balance per Cash Book is :-	6,720.76
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 28/02/2026 for Cashbook No 3 - CCLA - PSDF

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/02/2026	BACS		780.53	780.53		R ☐	Receipt(s) Banked
23/02/2026	CCLA Tfr	17,500.00		17,500.00		R ☐	CO OP Bank Current
		<u>17,500.00</u>	<u>780.53</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 17/03/2026

Brandon and Byshottles PC

Page 1

Time: 13:13

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 3 - CCLA - PSDF**

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA - PSDF	28/02/2026		219,144.03
			<u>219,144.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			219,144.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			219,144.03
		Balance per Cash Book is :-	219,144.03
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	28/02/2026		196.27
			<u>196.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			196.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			196.27
		Balance per Cash Book is :-	196.27
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - CO OP Bank Current

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/09/2025	WRITE BACK		20.00	20.00		R 	Receipt(s) Banked
03/03/2026	BACS		24.00	24.00		R 	Receipt(s) Banked
03/03/2026	PO Deposit		54.42	54.42		R 	Receipt(s) Banked
06/03/2026	BACS		24.00	24.00		R 	Receipt(s) Banked
09/03/2026	BACS		24.00	24.00		R 	Receipt(s) Banked
10/03/2026	CARD	12.05		12.05		R 	Arbor Timber
12/03/2026	BACS		75.50	75.50		R 	Receipt(s) Banked
12/03/2026	BACS		190.96	190.96		R 	Receipt(s) Banked
16/03/2026	CARD	3.60		3.60		R 	Post Office
16/03/2026	DD8	166.17		166.17		R 	Total Energies Gas & Power Ltd
17/03/2026	CARD	71.03		71.03		R 	Arbor Timber
17/03/2026	DD6	18.23		18.23		R 	EON Next (Esh Winning Xmas Tre
17/03/2026	DD7	18.49		18.49		R 	EON Next (Langley Moor Xmas Tr
18/03/2026	DD1	103.85		103.85		R 	British Gas Trading Ltd
18/03/2026	DD3	12.64		12.64		R 	EON Next 5 (Cell Site Ushaw Mo
19/03/2026	DD4	16.96		16.96		R 	EON Next (Meadowfield Xmas Tre
19/03/2026	DD5	16.76		16.76		R 	EON Next (New Brancepeth Xmas
20/03/2026	BACS		48.00	48.00		R 	Receipt(s) Banked
22/03/2026	DDR	43.20		43.20		R 	O2 - Telefonica UK
23/03/2026	BACS		24.00	24.00		R 	Receipt(s) Banked
25/03/2026	BACS1	3,443.02		3,443.02		R 	Brandon Carrside Youth & Commu
25/03/2026	BACS2	596.93		596.93		R 	Durham County Council
25/03/2026	BACS3	243.36		243.36		R 	X Learning Ltd
25/03/2026	BACS4	240.00		240.00		R 	RC Recycling & Jet Washing
25/03/2026	BACS5	22.00		22.00		R 	Ushaw Moor Action Group
25/03/2026	BACS6	288.00		288.00		R 	Ward Bros Plant Hire Ltd
25/03/2026	BACS7	26.88		26.88		R 	Wave (Alder Park allotments)
25/03/2026	BACS8	42.74		42.74		R 	Staples.co.uk
25/03/2026	BACS9	118.80		118.80		R 	Transcendit Ltd
25/03/2026	BACS10	13.82		13.82		R 	Transcendit Ltd
25/03/2026	TFR March		6,720.76	6,720.76		R 	Receipt(s) Banked
25/03/2026	CS002		46.00	46.00		R 	Receipt(s) Banked
25/03/2026	LB31		46.00	46.00		R 	Receipt(s) Banked
25/03/2026	DR004/5		230.00	230.00		R 	Receipt(s) Banked
26/03/2026	CARD	217.50		217.50		R 	Post Office
26/03/2026	CT Air		18.00	18.00		R 	Receipt(s) Banked
26/03/2026	HR15		46.00	46.00		R 	Receipt(s) Banked
27/03/2026	BACS	950.17		950.17		R 	HMRC PAYE/NI
27/03/2026	BACS	946.39		946.39		R 	DCC Pension Fund
27/03/2026	DD2	226.16		226.16		R 	Daisy Communications Ltd
27/03/2026	LB17		46.00	46.00		R 	Receipt(s) Banked
27/03/2026	LG002		46.00	46.00		R 	Receipt(s) Banked
30/03/2026	CS024		46.00	46.00		R 	Receipt(s) Banked
30/03/2026	SA012		46.00	46.00		R 	Receipt(s) Banked
30/03/2026	AP019		46.00	46.00		R 	Receipt(s) Banked
30/03/2026	BR G0003		46.00	46.00		R 	Receipt(s) Banked
30/03/2026	LB34		46.00	46.00		R 	Receipt(s) Banked
30/03/2026	DR003		46.00	46.00		R 	Receipt(s) Banked

Bank Reconciliation up to 31/03/2026 for Cashbook No 1 - CO OP Bank Current

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/03/2026	BR002		46.00	46.00		R ☐	Receipt(s) Banked
30/03/2026	CLgar1/2		92.00	92.00		R ☐	Receipt(s) Banked
30/03/2026	LG6+G2		92.00	92.00		R ☐	Receipt(s) Banked
31/03/2026	BACS	1,562.40		1,562.40		R ☐	Claire Dixon
31/03/2026	BACS	1,447.12		1,447.12		R ☐	Sarah Cash
31/03/2026	TFR Correc	10,000.00		10,000.00		R ☐	CCLA - PSDF
31/03/2026	TFR		10,000.00	10,000.00		R ☐	Receipt(s) Banked
31/03/2026	TFR		10,000.00	10,000.00		R ☐	Receipt(s) Banked
31/03/2026	EFSP001		10.95	10.95		R ☐	Receipt(s) Banked
31/03/2026	EFSP003a		23.00	23.00		R ☐	Receipt(s) Banked
31/03/2026	LM05B		23.00	23.00		R ☐	Receipt(s) Banked
31/03/2026	EF045		46.00	46.00		R ☐	Receipt(s) Banked
31/03/2026	BR007		46.00	46.00		R ☐	Receipt(s) Banked
31/03/2026	FC53		46.00	46.00		R ☐	Receipt(s) Banked
31/03/2026	CS32		46.00	46.00		R ☐	Receipt(s) Banked
31/03/2026	LG29A		46.00	46.00		R ☐	Receipt(s) Banked
31/03/2026	LM001		46.00	46.00		R ☐	Receipt(s) Banked
31/03/2026	DR001		46.00	46.00		R ☐	Receipt(s) Banked
31/03/2026	HB15+16		92.00	92.00		R ☐	Receipt(s) Banked
		<u>20,868.27</u>	<u>28,660.59</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 14/04/2026

Brandon and Byshottles PC

Page 1

Time: 11:57

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - CO OP Bank Current**

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO OP Bank Current	25/03/2026	151	12,335.58
			12,335.58
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			12,335.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			12,335.58
		Balance per Cash Book is :-	12,335.58
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/03/2026 for Cashbook No 2 - CO OP Bank Deposit Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
25/03/2026	TFR March	6,720.76		6,720.76		R 	CO OP Bank Current
		<u>6,720.76</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 14/04/2026

Brandon and Byshottles PC

Page 1

Time: 09:11

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 2 - CO OP Bank Deposit Account**

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO OP Bank Deposit Account	31/03/2026	318	0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/03/2026 for Cashbook No 3 - CCLA - PSDF

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/03/2026	BACS		672.26	672.26		R ☐	Receipt(s) Banked
31/03/2026	TFR	10,000.00		10,000.00		R ☐	CO OP Bank Current
31/03/2026	TFR	10,000.00		10,000.00		R ☐	CO OP Bank Current
31/03/2026	TFR Correc		10,000.00	10,000.00		R ☐	Receipt(s) Banked
		<u>20,000.00</u>	<u>10,672.26</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 14/04/2026

Brandon and Byshottles PC

Page 1

Time: 09:25

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 3 - CCLA - PSDF**

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA - PSDF	31/03/2026		209,816.29
			<u>209,816.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			209,816.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			209,816.29
		Balance per Cash Book is :-	209,816.29
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/03/2026 for Cashbook No 4 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/03/2026	PETTY CASH	10.00		10.00		R 	Shine & Reach
17/03/2026	PETTY CASH	23.97		23.97		R 	Screwfix
		<u>33.97</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 14/04/2026

Brandon and Byshottles PC

Page 1

Time: 09:39

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 4 - Petty Cash**

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/03/2026		162.30
			<u>162.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			162.30
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			162.30
		Balance per Cash Book is :-	162.30
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Attachment 1.4 - Earmarked Reserves - Year ended 31 March 2026

Guidance per the Practitioner's Guide 2025

Point 1.13 - "The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves"

Point 5.208 - "As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is less than three months or more than twelve months of net revenue expenditure an explanation should be provided to the external auditor".

Instructions for completing this template

1. Please populate the Annual Governance and Accountability Return (AGAR) figures for the total current year expenditure i.e., Boxes 4, 5 and 6.
2. The template will calculate the total value of revenue expenditure incurred in the period (which is the upper limit for the value of unearmarked/general reserves).
3. Please enter the value of balances carried forward (Box 7) for the level of general reserves held by the authority. A warning will appear if an explanation is required regarding the level of reserves held.
4. Please outline any earmarked reserves the authority hold in the 'Earmarked Reserves' section. Once a sufficient explanation is provided, this will be shown as 'Yes' in the 'Explanation sufficient?' line.

Annual Governance and Accountability Return (AGAR)	2025-26
Box 4 Staff Costs	53,527.00
Box 5 Loan interest/capital repayments	0.00
Box 6 Other payments	253,011.00
Total Revenue Expenditure	306,538.00
Box 7 Balances carried forward	166,257.00
Explanation required?	No
Earmarked Reserves	
Brandon Ward	20,620.61
Meadowfield Ward	9,988.36
Langley Moor Ward	14,747.81
New Brancepeth Ward	5,287.97
Ushaw Moor Ward	6,944.08
Esh Winning Ward	9,587.01
Community Awards	1,500.00
Total Earmarked Reserves	68,675.84
Unearmarked / General Reserves	97,581.16
Explanation sufficient?	Yes

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2026

Brandon and Byshottles PC

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the
Council and recorded as council minute reference
Signed on behalf of the above Council (Chair)

Dated

Date

	2024/25 £	2025/26 £	General Notes for Guidance
1 Balances brought forward	258,677	199,467	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2 (+) Precept or Rates and Levies	241,625	242,033	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3 (+) Total other receipts	46,412	31,295	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4 (-) Staff costs	63,783	53,527	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6 (-) All other payments	283,464	253,011	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	199,467	166,257	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total value of cash and short term investments	250,758	222,314	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9 Total fixed assets plus long term investments and assets	387,677	432,504	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

19th May 2026

Report to Council – Counterfeit £20 Note Received with Allotment Rent Payments

Members are advised that a counterfeit £20 note was identified during the banking of allotment rent payments.

Unfortunately, the note was not identified at the point of collection and was only discovered when the cash was being processed for banking. Due to the large volume of cash received during the allotment rent collection period, it is assumed that the note was submitted as part of one of these payments. However, this has not been possible to verify and, therefore, the Council is unable to identify which allotment holder may have unknowingly handed in the note.

Following this incident, the Clerk and Assistant Clerk are now carefully checking bank notes at the point of collection in line with Bank of England guidance on checking bank notes, with the aim of minimising the likelihood of a similar incident occurring in the future.

Where both members of staff are present in the office, the Clerk and Assistant Clerk will jointly carry out checks on bank notes at the point of collection to provide an additional level of verification and strengthen internal controls.

As a result, the Council has incurred a loss of £20. Members are asked to note the incident and, as the source of the note cannot be verified and the individual responsible cannot be identified, recovery of the funds is not possible. In accordance with Financial Regulation 13.3 relating to irrecoverable sums, Members are requested to approve the write-off of the £20 loss and for this to be recorded appropriately within the Council's accounting records.