

# **CHOLSEY PARISH COUNCIL**

## **Notice of a Meeting of the Finance Committee of Cholsey Parish Council**

**To all Councillors who are members of the Finance Committee, you are hereby summoned to attend the meeting on Wednesday 1st May 2024 at 9.30am to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.**

25th April 2024

Claire Bird, Clerk to the Council

- 1. To receive apologies for absence**
- 2. To receive Declarations of Personal and Pecuniary Interest for any agenda items**
- 3. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)**
- 4. To approve and sign the minutes of the Finance Committee meeting held on 21<sup>st</sup> November 2023**
- 5. To note 2023/2024 year-end accounts, including CIL spending**
- 6. To note bank account balances and agree any movements to general and ear-marked reserves**
- 7. To agree changes to bank account arrangements**
- 8. To agree items to be reported to meeting of full Council on 8<sup>th</sup> May 2024**
- 9. To agree next meeting date**

		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100</b>	<b><u>General Administration</u></b>									
1076	Precept	158,947	158,947	177,971	177,971	177,971	0	198,019	0	0
1090	Interest Received	150	227	0	3,088	3,088	0	0	0	0
	<b>Total Income</b>	<b>159,097</b>	<b>159,174</b>	<b>177,971</b>	<b>181,059</b>	<b>181,059</b>	<b>0</b>	<b>198,019</b>	<b>0</b>	<b>0</b>
4000	Insurance	1,750	2,232	2,400	3,027	3,027	0	3,180	0	0
4005	Audit Fees	1,250	1,449	1,200	1,079	1,293	0	1,350	0	0
4015	Chairperson's Allowance	0	0	0	0	0	0	200	0	0
4016	Annual Community Meeting exp	0	0	0	0	0	0	200	0	0
4020	Annual Subscriptions	1,250	454	1,200	1,108	1,085	0	1,250	0	0
4025	Website	70	209	409	138	133	0	138	0	0
4026	IT Infrastructure	1,600	1,469	0	0	0	0	0	0	0
4045	Member's Travel Expenses	30	0	0	0	0	0	0	0	0
4050	Meeting Hall Rental	300	300	300	407	407	0	100	0	0
4055	Professional Fees	0	3,320	0	-3,320	-3,320	0	1,000	0	0
4060	Training	2,000	1,606	2,000	2,663	2,233	0	1,500	0	0
	<b>Overhead Expenditure</b>	<b>8,250</b>	<b>11,040</b>	<b>7,509</b>	<b>5,101</b>	<b>4,858</b>	<b>0</b>	<b>8,918</b>	<b>0</b>	<b>0</b>
	<b>100 Net Income over Expenditure</b>	<b>150,847</b>	<b>148,134</b>	<b>170,462</b>	<b>175,958</b>	<b>176,201</b>	<b>0</b>	<b>189,101</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	3,320	0	-3,320	-3,320	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>150,847</b>	<b>151,454</b>	<b>170,462</b>	<b>172,638</b>	<b>172,881</b>		<b>189,101</b>		
<b>110</b>	<b><u>Accommodation</u></b>									
4100	Office Rental	2,500	2,500	2,750	2,750	2,750	0	3,000	0	0

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		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	2,500	2,500	2,750	2,750	2,750	0	3,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,500)	(2,500)	(2,750)	(2,750)	(2,750)		(3,000)		
<b>120</b>	<b><u>The Burial Ground</u></b>									
1200	Burial/Memorial Fees	3,500	7,848	5,000	3,975	3,500	0	4,000	0	0
1210	Grass Cutting Income	2,200	1,758	2,200	1,733	1,733	0	2,000	0	0
	<b>Total Income</b>	5,700	9,606	7,200	5,708	5,233	0	6,000	0	0
4210	Waste Removal	700	662	800	728	675	0	1,175	0	0
4240	Mortgage (PWLB) - Wall Repairs	1,001	1,001	1,001	1,001	1,001	0	1,001	0	0
4500	Water	130	243	200	393	800	0	400	0	0
4505	Maintenance	1,700	329	1,500	168	0	0	1,500	0	0
4600	Grass Cutting	6,000	6,125	7,000	6,500	5,633	0	7,700	0	0
4635	Pest Control	840	980	900	770	840	0	840	0	0
	<b>Overhead Expenditure</b>	10,371	9,341	11,401	9,560	8,949	0	12,616	0	0
	<b>120 Net Income over Expenditure</b>	-4,671	266	-4,201	-3,852	-3,716	0	-6,616	0	0
6001	less Transfer to EMR	0	0	0	125	125	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(4,671)	266	(4,201)	(3,977)	(3,841)		(6,616)		
<b>130</b>	<b><u>Staff</u></b>									
1902	Local group wages contribution	10,600	8,392	0	22	22	0	0	0	0
1903	Income MHSW	150	0	250	100	100	0	0	0	0
	<b>Total Income</b>	10,750	8,392	250	122	122	0	0	0	0

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		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4040	Sundry Expenses	100	82	100	58	58	0	100	0	0
4329	Staff wages	90,438	73,981	80,500	67,504	70,300	0	62,500	0	0
4330	PAYE & Employee NIC	0	4,983	0	0	0	0	0	0	0
4335	Employer NIC	1,000	1,893	1,700	1,385	1,125	0	1,500	0	0
4336	Pension contributions	1,000	1,686	500	1,502	1,281	0	1,480	0	0
4345	Mileage & Travel Expenses	100	135	50	56	0	0	50	0	0
4350	Protective Clothing	0	0	0	0	0	0	75	0	0
4357	MHSW expenses	500	237	250	246	56	0	0	0	0
4360	OPW Sundry Costs	200	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>93,338</b>	<b>82,997</b>	<b>83,100</b>	<b>70,751</b>	<b>72,820</b>	<b>0</b>	<b>65,705</b>	<b>0</b>	<b>0</b>
	<b>130 Net Income over Expenditure</b>	<b>-82,588</b>	<b>-74,605</b>	<b>-82,850</b>	<b>-70,629</b>	<b>-72,698</b>	<b>0</b>	<b>-65,705</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	190	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	100	100	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(82,588)</b>	<b>(74,605)</b>	<b>(82,850)</b>	<b>(70,539)</b>	<b>(72,798)</b>		<b>(65,705)</b>		
<b>140</b>	<b>Office</b>									
1900	Miscellaneous Income	208	783	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>208</b>	<b>783</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4040	Sundry Expenses	100	121	100	184	200	0	100	0	0
4055	Professional Fees	0	378	500	0	500	0	0	0	0
4400	Printing	0	483	360	502	400	0	500	0	0
4405	Office Supplies/Stationery	400	447	250	204	200	0	250	0	0
4410	Postage	100	8	10	0	10	0	10	0	0

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		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4415	Telephone/Broadband	700	867	500	738	619	0	500	0	0
4420	Office Equipment	500	695	200	68	100	0	5,000	0	0
4425	Photocopier Contract	400	55	250	180	220	0	280	0	0
4427	Payroll	540	630	700	540	540	0	600	0	0
4428	HR support	0	0	0	513	423	0	950	0	0
4430	Accounts Software	130	66	175	175	175	0	277	0	0
4435	IT Support	0	1,610	2,000	2,740	2,365	0	2,250	0	0
4720	Contingencies	50	15	0	0	0	0	0	0	0
4810	Miscellaneous Purchases	0	577	0	2,783	2,503	0	0	0	0
	<b>Overhead Expenditure</b>	<b>2,920</b>	<b>5,951</b>	<b>5,045</b>	<b>8,626</b>	<b>8,255</b>	<b>0</b>	<b>10,717</b>	<b>0</b>	<b>0</b>
	<b>140 Net Income over Expenditure</b>	<b>-2,712</b>	<b>-5,168</b>	<b>-5,045</b>	<b>-8,626</b>	<b>-8,255</b>	<b>0</b>	<b>-10,717</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	2,503	2,503	0	0	0	0
6001	less Transfer to EMR	0	90	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(2,712)</b>	<b>(5,258)</b>	<b>(5,045)</b>	<b>(6,124)</b>	<b>(5,752)</b>		<b>(10,717)</b>		
<b>150</b>	<b>Allotments</b>									
1500	Allotment Rents	2,350	2,276	2,420	2,922	2,862	0	3,130	0	0
1900	Miscellaneous Income	0	500	0	1,050	0	0	0	0	0
	<b>Total Income</b>	<b>2,350</b>	<b>2,776</b>	<b>2,420</b>	<b>3,972</b>	<b>2,862</b>	<b>0</b>	<b>3,130</b>	<b>0</b>	<b>0</b>
4440	Allotment Software	0	56	175	227	227	0	249	0	0
4500	Water	1,000	222	500	1,558	1,422	0	750	0	0
4505	Maintenance	1,000	652	500	3,374	500	0	2,250	0	0
4657	Hedge maintenance	0	0	0	0	1,900	0	1,900	0	0

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		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	2,000	929	1,175	5,159	4,049	0	5,149	0	0
	<b>150 Net Income over Expenditure</b>	350	1,847	1,245	-1,188	-1,187	0	-2,019	0	0
6000	plus Transfer from EMR	0	0	0	1,115	0	0	0	0	0
6001	less Transfer to EMR	0	500	0	1,050	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	350	1,347	1,245	(1,122)	(1,187)		(2,019)		
<b>160</b>	<b><u>Open Spaces</u></b>									
1705	Verge cut inc (Cholsey)	0	0	0	1,759	1,759	0	1,759	0	0
1706	Verge cut inc (Ips & M'ford)	0	0	0	0	0	0	920	0	0
1899	CHEC donations	0	1,280	0	94	0	0	0	0	0
1900	Miscellaneous Income	500	1,188	600	1,725	1,586	0	645	0	0
	<b>Total Income</b>	500	2,468	600	3,578	3,345	0	3,324	0	0
4040	Sundry Expenses	25	19	25	14	25	0	25	0	0
4055	Professional Fees	0	0	0	2,055	3,555	0	2,000	0	0
4210	Waste Removal	100	3	100	270	345	0	835	0	0
4505	Maintenance	500	2,820	500	-67	-204	0	500	0	0
4600	Grass Cutting	6,000	4,103	5,000	5,646	5,020	0	5,250	0	0
4601	Maintenance equipment	0	329	300	1,194	1,300	0	650	0	0
4602	Verge cut exp (Cholsey)	0	0	0	0	0	0	790	0	0
4603	Verge cut exp (Ips & M'ford)	0	0	0	0	0	0	920	0	0
4606	Maintenance equip servicing	0	0	0	0	0	0	200	0	0
4620	Fuel	50	47	50	56	50	0	50	0	0
4621	CHEC Expenditure	3,000	2,635	2,000	508	2,000	0	0	0	0

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		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4625	Play Equipment Repairs	400	0	0	245	7,550	0	5,000	0	0
4627	Skate Park	0	0	1,000	370	1,000	0	1,000	0	0
4628	Outdoor gym	0	0	0	9,900	9,900	0	500	0	0
4635	Pest Control	850	980	1,100	770	840	0	1,100	0	0
4640	Safety Inspections	140	146	540	323	146	0	200	0	0
4645	Dog Waste Disposal	3,000	4,727	1,560	2,494	2,072	0	1,820	0	0
4651	Bridge maintenance	0	0	0	0	0	0	250	0	0
4655	Tree & Hedge Maintenance	3,000	10,617	12,000	2,540	10,000	0	12,000	0	0
4656	Tree surveys	0	0	0	0	0	0	2,000	0	0
4660	Sundry Works	600	244	500	235	300	0	500	0	0
4665	Vandalism	100	0	0	0	0	0	0	0	0
4810	Miscellaneous Purchases	0	222	0	1,162	1,162	0	0	0	0
	<b>Overhead Expenditure</b>	<b>17,765</b>	<b>26,892</b>	<b>24,675</b>	<b>27,715</b>	<b>45,061</b>	<b>0</b>	<b>35,590</b>	<b>0</b>	<b>0</b>
	<b>160 Net Income over Expenditure</b>	<b>-17,265</b>	<b>-24,424</b>	<b>-24,075</b>	<b>-24,137</b>	<b>-41,716</b>	<b>0</b>	<b>-32,266</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	2,956	0	12,246	16,049	0	0	0	0
6001	less Transfer to EMR	0	0	0	2,250	2,250	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(17,265)</b>	<b>(21,468)</b>	<b>(24,075)</b>	<b>(14,140)</b>	<b>(27,917)</b>		<b>(32,266)</b>		
<b>170</b>	<b>Sundries</b>									
1085	CIL	0	139,932	0	136,163	136,163	0	0	0	0
1700	Bluebirds Pavilion Lease	90	65	75	75	75	0	75	0	0
1710	Tennis Club Lease	150	390	150	150	150	0	150	0	0
1950	Summer Play Scheme - inc	0	0	200	193	193	0	0	0	0

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		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		240	140,387	425	136,580	136,581	0	225	0	0
4700	S137 Donations	2,000	8,750	5,000	10,500	9,250	0	28,900	0	0
4705	Citizens Advice Bureau	900	0	900	900	900	0	900	0	0
4706	Community magazine	0	0	1,250	0	0	0	0	0	0
4715	Election Costs	0	0	200	200	200	0	0	0	0
4720	Contingencies	500	0	0	0	0	0	0	0	0
4722	Youth Club Grant	5,000	0	0	0	0	0	0	0	0
4725	Library Organiser	3,000	3,000	3,000	3,200	3,200	0	0	0	0
4730	Summer Play Scheme - exp	1,500	1,776	1,500	1,639	1,639	0	0	0	0
4731	Defibrillators	200	0	200	1,888	1,728	0	3,650	0	0
<b>Overhead Expenditure</b>		13,100	13,526	12,050	18,327	16,917	0	33,450	0	0
<b>170 Net Income over Expenditure</b>		-12,860	126,861	-11,625	118,254	119,664	0	-33,225	0	0
6001	less Transfer to EMR	0	139,932	0	136,163	136,163	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(12,860)</u>	<u>(13,071)</u>	<u>(11,625)</u>	<u>(17,909)</u>	<u>(16,499)</u>		<u>(33,225)</u>		
<b>175</b>	<b><u>Summer Play Scheme</u></b>									
1950	Summer Play Scheme - inc	500	251	0	0	0	0	0	0	0
<b>Total Income</b>		500	251	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>500</u>	<u>251</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>176</b>	<b><u>Neighbourhood Plan</u></b>									
4051	Neighbourhood Plan - exp	500	7,259	500	0	500	0	500	0	0

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		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	500	7,259	500	0	500	0	500	0	0
	<b>Movement to/(from) Gen Reserve</b>	(500)	(7,259)	(500)	0	(500)		(500)		
<b>180</b>	<b><u>The New Pavilion</u></b>									
4505	Maintenance	2,000	0	2,000	8,186	8,184	0	5,000	0	0
4506	Car park	0	0	0	0	0	0	2,300	0	0
4800	Mortgage (PWLb)	27,753	27,753	27,753	27,753	27,753	0	27,753	0	0
	<b>Overhead Expenditure</b>	29,753	27,753	29,753	35,939	35,937	0	35,053	0	0
6000	plus Transfer from EMR	0	0	0	8,184	8,184	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(29,753)	(27,753)	(29,753)	(27,754)	(27,753)		(35,053)		
<b>190</b>	<b><u>Childrens Centre</u></b>									
4915	Childrens Centre Running Costs	100	326	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	100	326	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(100)	(326)	0	0	0		0		
	<b>Total Budget Income</b>	179,345	323,838	188,866	331,019	329,202	0	210,698	0	0
	<b>Expenditure</b>	180,597	188,514	177,958	183,928	200,096	0	210,698	0	0
	<b>Net Income over Expenditure</b>	-1,252	135,324	10,908	147,091	129,106	0	0	0	0
	plus Transfer from EMR	0	6,276	0	20,918	23,416	0	0	0	0
	less Transfer to EMR	0	140,522	0	139,688	138,638	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(1,252)	1,079	10,908	28,322	13,884		0		

**Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account No 60108094 00	31/03/2024	611	5,576.25
			<u>5,576.25</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			5,576.25
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			5,576.25
		<b>Balance per Cash Book is :-</b>	<b>5,576.25</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<b><u>Adjustments to Reconciliation</u></b>			
23/05/2023 Nest	New Pensions - input twice	131.12	
23/05/2023 Accidental	Accidental adjustment	-131.12	
			<u>0.00</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 2 - Projects Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Projects Account 60108094 50	21/02/2024		349,830.26
			<u>349,830.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			349,830.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			349,830.26
		<b>Balance per Cash Book is :-</b>	<b>349,830.26</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 4 - Reserves Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Reserves Acc No 65565027 00	31/03/2024		85,377.39
			<u>85,377.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,377.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,377.39
		<b>Balance per Cash Book is :-</b>	<b>85,377.39</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....