

# **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 Monday 15<sup>th</sup> July 2024 at 10.00am to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.**

10<sup>th</sup> July 2024

Sophie Smith, Assistant Clerk & RFO 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 the minutes of the Finance Committee meeting held on 1<sup>st</sup> May 2024 and receive an update on any minute items.**
- 5. To note 2024/2025 accounts at end of the first quarter.**
- 6. To note bank account balances and movements between accounts.**
- 7. To note an update on new banking arrangements.**
- 8. To note CIL spending and expiry terms of CIL income.**
- 9. To note outcomes of the 2023-2024 internal audit process.**
- 10. To agree items to be reported to meeting of full Council on 17<sup>th</sup> July 2024.**
- 11. To agree next meeting date.**

		<u>Last financial year</u>		<u>24/25 Budget</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	177,971	177,971	198,019	99,010	0	0	0	0	0
1090	Interest Received	0	3,088	0	2,894	0	0	0	0	0
	<b>Total Income</b>	<b>177,971</b>	<b>181,059</b>	<b>198,019</b>	<b>101,904</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Insurance	2,400	3,027	3,180	3,190	0	0	0	0	0
4005	Audit Fees	1,200	1,079	1,350	148	0	0	0	0	0
4015	Chairperson's Allowance	0	0	200	125	0	0	0	0	0
4016	Annual Community Meeting exp	0	0	200	247	0	0	0	0	0
4020	Annual Subscriptions	1,200	1,108	1,250	1,099	0	0	0	0	0
4025	Website	409	138	138	48	0	0	0	0	0
4040	Sundry Expenses	0	0	0	5	0	0	0	0	0
4050	Meeting Hall Rental	300	407	100	0	0	0	0	0	0
4055	Professional Fees	0	-3,320	1,000	0	0	0	0	0	0
4060	Training	2,000	2,663	1,500	120	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>7,509</b>	<b>5,101</b>	<b>8,918</b>	<b>4,981</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>100 Net Income over Expenditure</b>	<b>170,462</b>	<b>175,958</b>	<b>189,101</b>	<b>96,922</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	-3,320	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>170,462</b>	<b>172,638</b>	<b>189,101</b>	<b>96,922</b>	<b>0</b>		<b>0</b>		
<b>110</b>	<b><u>Accommodation</u></b>									
4100	Office Rental	2,750	2,750	3,000	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>2,750</b>	<b>2,750</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(2,750)</u>	<u>(2,750)</u>	<u>(3,000)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>120</b>	<b><u>The Burial Ground</u></b>									
1200	Burial/Memorial Fees	5,000	3,975	4,000	830	0	0	0	0	0
1210	Grass Cutting Income	2,200	1,733	2,000	0	0	0	0	0	0
	<b>Total Income</b>	<u>7,200</u>	<u>5,708</u>	<u>6,000</u>	<u>830</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4210	Waste Removal	800	728	1,175	126	0	0	0	0	0
4240	Mortgage (PWL B) - Wall Repairs	1,001	1,001	1,001	0	0	0	0	0	0
4500	Water	200	393	400	323	0	0	0	0	0
4505	Maintenance	1,500	168	1,500	0	0	0	0	0	0
4600	Grass Cutting	7,000	6,500	7,700	1,907	0	0	0	0	0
4635	Pest Control	900	770	840	140	0	0	0	0	0
	<b>Overhead Expenditure</b>	<u>11,401</u>	<u>9,560</u>	<u>12,616</u>	<u>2,496</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>120 Net Income over Expenditure</b>	<u>-4,201</u>	<u>-3,852</u>	<u>-6,616</u>	<u>-1,666</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6001	less Transfer to EMR	0	125	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(4,201)</u>	<u>(3,977)</u>	<u>(6,616)</u>	<u>(1,666)</u>	<u>0</u>		<u>0</u>		
<b>130</b>	<b><u>Staff</u></b>									
1902	Local group wages contribution	0	22	0	0	0	0	0	0	0
1903	Income MHSW	250	100	0	0	0	0	0	0	0
	<b>Total Income</b>	<u>250</u>	<u>122</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4040	Sundry Expenses	100	58	100	0	0	0	0	0	0

		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4329	Staff wages	80,500	67,504	62,500	13,700	0	0	0	0	0
4335	Employer NIC	1,700	1,385	1,500	0	0	0	0	0	0
4336	Pension contributions	500	1,502	1,480	452	0	0	0	0	0
4345	Mileage & Travel Expenses	50	56	50	0	0	0	0	0	0
4350	Protective Clothing	0	0	75	0	0	0	0	0	0
4357	MHSW expenses	250	246	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>83,100</b>	<b>70,751</b>	<b>65,705</b>	<b>14,152</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>130 Net Income over Expenditure</b>	<b>-82,850</b>	<b>-70,629</b>	<b>-65,705</b>	<b>-14,152</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	190	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	100	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(82,850)</b>	<b>(70,539)</b>	<b>(65,705)</b>	<b>(14,152)</b>	<b>0</b>		<b>0</b>		
<b>140</b>	<b><u>Office</u></b>									
4040	Sundry Expenses	100	184	100	0	0	0	0	0	0
4055	Professional Fees	500	0	0	0	0	0	0	0	0
4400	Printing	360	502	500	86	0	0	0	0	0
4405	Office Supplies/Stationery	250	204	250	43	0	0	0	0	0
4410	Postage	10	0	10	9	0	0	0	0	0
4415	Telephone/Broadband	500	738	500	149	0	0	0	0	0
4420	Office Equipment	200	68	5,000	250	0	0	0	0	0
4425	Photocopier Contract	250	180	280	55	0	0	0	0	0
4427	Payroll	700	540	600	259	0	0	0	0	0
4428	HR support	0	513	950	123	0	0	0	0	0
4430	Accounts Software	175	175	277	192	0	0	0	0	0

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		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4435	IT Support	2,000	2,740	2,250	431	0	0	0	0	0
4810	Miscellaneous Purchases	0	2,783	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	5,045	8,626	10,717	1,596	0	0	0	0	0
6000	plus Transfer from EMR	0	2,503	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(5,045)</b>	<b>(6,124)</b>	<b>(10,717)</b>	<b>(1,596)</b>	<b>0</b>		<b>0</b>		
<b>150</b>	<b><u>Allotments</u></b>									
1500	Allotment Rents	2,420	2,922	3,130	2,895	0	0	0	0	0
1900	Miscellaneous Income	0	1,050	0	0	0	0	0	0	0
	<b>Total Income</b>	2,420	3,972	3,130	2,895	0	0	0	0	0
4440	Allotment Software	175	227	249	249	0	0	0	0	0
4500	Water	500	1,558	750	264	0	0	0	0	0
4505	Maintenance	500	3,374	2,250	404	0	0	0	0	0
4657	Hedge maintenance	0	0	1,900	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	1,175	5,159	5,149	917	0	0	0	0	0
	<b>150 Net Income over Expenditure</b>	1,245	-1,188	-2,019	1,978	0	0	0	0	0
6000	plus Transfer from EMR	0	1,115	0	89	0	0	0	0	0
6001	less Transfer to EMR	0	1,050	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>1,245</b>	<b>(1,122)</b>	<b>(2,019)</b>	<b>2,066</b>	<b>0</b>		<b>0</b>		
<b>160</b>	<b><u>Open Spaces</u></b>									
1705	Verge cut inc (Cholsey)	0	1,759	1,759	1,759	0	0	0	0	0
1706	Verge cut inc (Ips & M'ford)	0	0	920	0	0	0	0	0	0

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**Cholsey Parish Council**  
**Annual Budget - By Centre**

12:17

		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1899	CHEC donations	0	94	0	0	0	0	0	0	0
1900	Miscellaneous Income	600	1,725	645	129	0	0	0	0	0
<b>Total Income</b>		600	3,578	3,324	1,888	0	0	0	0	0
4040	Sundry Expenses	25	14	25	0	0	0	0	0	0
4055	Professional Fees	0	2,055	2,000	0	0	0	0	0	0
4210	Waste Removal	100	270	835	277	0	0	0	0	0
4505	Maintenance	500	-67	500	0	0	0	0	0	0
4600	Grass Cutting	5,000	5,646	5,250	1,249	0	0	0	0	0
4601	Maintenance equipment	300	1,194	650	8	0	0	0	0	0
4602	Verge cut exp (Cholsey)	0	0	790	0	0	0	0	0	0
4603	Verge cut exp (Ips & M'ford)	0	0	920	0	0	0	0	0	0
4606	Maintenance equip servicing	0	0	200	144	0	0	0	0	0
4620	Fuel	50	56	50	21	0	0	0	0	0
4621	CHEC Expenditure	2,000	508	0	0	0	0	0	0	0
4625	Play Equipment Repairs	0	245	5,000	1,278	0	0	0	0	0
4627	Skate Park	1,000	370	1,000	0	0	0	0	0	0
4628	Outdoor gym	0	9,900	500	0	0	0	0	0	0
4635	Pest Control	1,100	770	1,100	140	0	0	0	0	0
4640	Safety Inspections	540	323	200	0	0	0	0	0	0
4645	Dog Waste Disposal	1,560	2,494	1,820	596	0	0	0	0	0
4651	Bridge maintenance	0	0	250	0	0	0	0	0	0
4655	Tree & Hedge Maintenance	12,000	2,540	12,000	0	0	0	0	0	0
4656	Tree surveys	0	0	2,000	0	0	0	0	0	0
4660	Sundry Works	500	235	500	430	0	0	0	0	0

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		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4810	Miscellaneous Purchases	0	1,162	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	24,675	27,715	35,590	4,142	0	0	0	0	0
	<b>160 Net Income over Expenditure</b>	-24,075	-24,137	-32,266	-2,254	0	0	0	0	0
6000	plus Transfer from EMR	0	12,246	0	1,278	0	0	0	0	0
6001	less Transfer to EMR	0	2,250	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(24,075)</u>	<u>(14,140)</u>	<u>(32,266)</u>	<u>(977)</u>	<u>0</u>		<u>0</u>		
<b>165</b>	<b><u>Mend the Gap</u></b>									
1898	Mend the Gap inc	0	0	20,000	0	0	0	0	0	0
	<b>Total Income</b>	0	0	20,000	0	0	0	0	0	0
4741	MTG - Surveying equip	0	0	2,000	0	0	0	0	0	0
4742	MTG - Artist fees	0	0	10,000	0	0	0	0	0	0
4743	MTG - Art display material	0	0	1,500	0	0	0	0	0	0
4744	MTG - Repro costs for art	0	0	1,000	0	0	0	0	0	0
4745	MTG - Art installation costs	0	0	100	0	0	0	0	0	0
4746	MTG - Coordinator time	0	0	3,500	0	0	0	0	0	0
4747	MTG - Promo & printing	0	0	100	0	0	0	0	0	0
4748	MTG - Contingency	0	0	1,800	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	0	20,000	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>170</b>	<b><u>Sundries</u></b>									
1085	CIL	0	136,163	0	6,993	0	0	0	0	0

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		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1700	Bluebirds Pavilion Lease	75	75	75	0	0	0	0	0	0
1710	Tennis Club Lease	150	150	150	0	0	0	0	0	0
1950	Summer Play Scheme - inc	200	193	0	0	0	0	0	0	0
<b>Total Income</b>		425	136,580	225	6,993	0	0	0	0	0
4700	S137 Donations	5,000	10,500	28,900	22,322	0	0	0	0	0
4705	Citizens Advice Bureau	900	900	900	0	0	0	0	0	0
4706	Community magazine	1,250	0	0	0	0	0	0	0	0
4715	Election Costs	200	200	0	0	0	0	0	0	0
4725	Library Organiser	3,000	3,200	0	0	0	0	0	0	0
4730	Summer Play Scheme - exp	1,500	1,639	0	0	0	0	0	0	0
4731	Defibrillators	200	1,888	3,650	0	0	0	0	0	0
<b>Overhead Expenditure</b>		12,050	18,327	33,450	22,322	0	0	0	0	0
<b>170 Net Income over Expenditure</b>		-11,625	118,254	-33,225	-15,329	0	0	0	0	0
6001	less Transfer to EMR	0	136,163	0	6,993	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(11,625)</u>	<u>(17,909)</u>	<u>(33,225)</u>	<u>(22,322)</u>	<u>0</u>		<u>0</u>		
<b>176</b>	<b><u>Neighbourhood Plan</u></b>									
4051	Neighbourhood Plan - exp	500	0	500	50	0	0	0	0	0
<b>Overhead Expenditure</b>		500	0	500	50	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(500)</u>	<u>0</u>	<u>(500)</u>	<u>(50)</u>	<u>0</u>		<u>0</u>		
<b>180</b>	<b><u>The New Pavilion</u></b>									
4505	Maintenance	2,000	8,186	5,000	0	0	0	0	0	0

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		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4506	Car park	0	0	2,300	54	0	0	0	0	0
4800	Mortgage (PWLB)	27,753	27,753	27,753	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	29,753	35,939	35,053	54	0	0	0	0	0
6000	plus Transfer from EMR	0	8,184	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(29,753)</u>	<u>(27,754)</u>	<u>(35,053)</u>	<u>(54)</u>	<u>0</u>		<u>0</u>		
	<b>Total Budget Income</b>	188,866	331,019	230,698	114,509	0	0	0	0	0
	<b>Expenditure</b>	177,958	183,928	230,698	50,711	0	0	0	0	0
	<b>Net Income over Expenditure</b>	<u>10,908</u>	<u>147,091</u>	<u>0</u>	<u>63,798</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	20,918	0	1,366	0	0	0	0	0
	less Transfer to EMR	0	139,688	0	6,993	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>10,908</u>	<u>28,322</u>	<u>0</u>	<u>58,171</u>	<u>0</u>		<u>0</u>		

**Bank Reconciliation Statement as at 30/06/2024  
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account No 60108094 00	30/06/2024	623	57,085.35
			<hr/> 57,085.35
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			57,085.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			57,085.35
		<b>Balance per Cash Book is :-</b>	<b>57,085.35</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 30/06/2024  
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	30/06/2024	2	356,503.85
			<u>356,503.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			356,503.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			356,503.85
		<b>Balance per Cash Book is :-</b>	<b>356,503.85</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 30/06/2024  
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	30/06/2024	2	92,895.20
			92,895.20
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			92,895.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			92,895.20
		<b>Balance per Cash Book is :-</b>	<b>92,895.20</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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