

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 13th November at 9.30am to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

6th November 2024

Sophie Smith, Assistant Clerk & RFO to 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 15th July 2024.**
- 5. To note outcomes of 2024-2025 Interim audit.**
- 6. To note 2024/2025 accounts to date, April – September, including CIL balance.**
- 7. To note bank account balances and review general and ear marked reserves.**
- 8. To discuss next steps in renewal of the Pavilion lease between Cholsey Parish Council and the Pavilion Trust.**
- 9. To note and approve Rialtas Cloud finance and allotment software and cost.**
- 10. To review 2025/2026 budget**
- 11. To discuss amendments to allotment rents, burial ground fees and vendor hire fees for 2025/2026 to be recommended to full council.**
- 12. To agree items to be reported to meeting of full Council on 20th November 2024.**
- 13. To agree next meeting date**

CHOLSEY PARISH COUNCIL

Minutes of the Finance Committee meeting duly convened and held on Monday 15th July 2024 at 10.00am at The Pavilion, Station Road, Cholsey.

Members present: Cllr. D. Bamford (Chair), Cllr J. Collins, Cllr P. Jenkins, Cllr M. Smith

Officers present: C.Bird (Clerk), S.Smith (Assistant Clerk/RFO)

Start time: 10.00am

End time: 10.50am

F1. To receive apologies for absence.

There were none.

F2. To receive Declarations of Personal and Pecuniary Interest for any agenda items.

There were none.

F3. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins).

There were none.

F4. To approve the minutes of the Finance Committee meeting held on 1st May 2024 and receive an update on any minute items.

It was resolved to approve the minutes of the meeting held on 1st May 2024 and they were signed by Cllr D. Bamford.

F5. To note 2024/2025 accounts at end of the first quarter.

It was noted that accounts at the end of the first quarter show spending for the year is on track. However, PAYE costs will be higher than budgeted due to an error in the calculator tool provided by our payroll consultant.

F6. To note bank account balances and movements between accounts.

Noted

F7. To note an update on new banking arrangements.

It was noted that the Assistant Clerk/RFO now has the information from relevant signatories in order to move this process forward with Unity Trust Bank.

F8. To note CIL spending and expiry terms of CIL income.

CIL spending was noted. It was also noted that we don't currently hold any CIL income received more than 5 years ago, which is the maximum term we can hold it for.

F9. To note outcomes of the 2023-2024 internal audit process.

It was noted that we hold enough Reserves but these are at the lower end of the recommended amount advised by the Internal Auditor. It was also noted that the current Asset Register needs to detail all movements of assets which the RFO will do going forward.

F10. To agree items to be reported to meeting of full Council on 17th July 2024.

The Committee will report to full Council on 17th July on the first quarter accounts, CIL income and expiry, the new arrangements for moving CIL to Unity Trust Bank and our current level of Reserves.

F11. To agree next meeting date.

20th November 2024 at 9.30am - tbc

Detailed Income & Expenditure by Budget Heading 06/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>General Administration</u>						
Precept	198,019	198,019	0			
Interest Received	2,894	0	(2,894)			
General Administration :- Income	200,913	198,019	(2,894)			0
Insurance	3,190	3,180	(10)		(10)	
Audit Fees	988	1,350	362		362	
Chairperson's Allowance	173	200	27		27	
Annual Community Meeting exp	247	200	(47)		(47)	
Annual Subscriptions	1,099	1,250	151		151	
Website	48	138	91		91	
Meeting Hall Rental	0	100	100		100	
Professional Fees	46	1,000	954		954	
Training	150	1,500	1,350		1,350	
General Administration :- Indirect Expenditure	5,941	8,918	2,977	0	2,977	0
Net Income over Expenditure	194,972	189,101	(5,871)			
<u>Accommodation</u>						
Office Rental	0	3,000	3,000		3,000	
Accommodation :- Indirect Expenditure	0	3,000	3,000	0	3,000	0
Net Expenditure	0	(3,000)	(3,000)			
<u>The Burial Ground</u>						
Burial/Memorial Fees	1,780	4,000	2,220			
Grass Cutting Income	1,907	2,000	93			
The Burial Ground :- Income	3,687	6,000	2,313			0
Waste Removal	292	1,175	883		883	
Mortgage (PWL B) - Wall Repairs	501	1,001	500		500	
Water	878	400	(478)		(478)	
Maintenance	235	1,500	1,265		1,265	
Grass Cutting	4,767	7,700	2,933		2,933	
Pest Control	420	840	420		420	
The Burial Ground :- Indirect Expenditure	7,093	12,616	5,523	0	5,523	0
Net Income over Expenditure	(3,406)	(6,616)	(3,210)			
<u>Staff</u>						
Sundry Expenses	0	100	100		100	
Staff wages	29,661	62,500	32,839		32,839	

Detailed Income & Expenditure by Budget Heading 06/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Employer NIC	683	1,500	817		817	
Pension contributions	882	1,480	598		598	
Mileage & Travel Expenses	0	50	50		50	
Protective Clothing	0	75	75		75	
Staff :- Indirect Expenditure	31,226	65,705	34,479	0	34,479	0
Net Expenditure	(31,226)	(65,705)	(34,479)			
Office						
Phone & broadband inc	180	360	180			
Office :- Income	180	360	180			0
Sundry Expenses	(7)	100	107		107	
Printing	148	500	352		352	
Office Supplies/Stationery	65	250	185		185	
Postage	9	10	1		1	
Telephone/Broadband	445	500	55		55	
Office Equipment	4,384	5,000	616		616	
Photocopier Contract	110	280	170		170	
Payroll	311	600	290		290	
HR support	311	950	639		639	
Accounts Software	192	277	85		85	
IT Support	1,277	2,250	973		973	
Office :- Indirect Expenditure	7,245	10,717	3,472	0	3,472	0
Net Income over Expenditure	(7,065)	(10,357)	(3,292)			
Allotments						
Allotment Rents	2,918	3,130	212			
Allotments :- Income	2,918	3,130	212			0
Allotment Software	249	249	0		0	
Water	877	750	(127)		(127)	
Maintenance	404	2,250	1,846		1,846	89
Hedge maintenance	0	1,900	1,900		1,900	
Allotments :- Indirect Expenditure	1,530	5,149	3,619	0	3,619	89
Net Income over Expenditure	1,388	(2,019)	(3,407)			
plus Transfer from EMR	89					
Movement to/(from) Gen Reserve	1,477					

Detailed Income & Expenditure by Budget Heading 06/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Open Spaces</u>						
Verge cut inc (Cholsey)	1,759	1,759	0			
Verge cut inc (Ips & M'ford)	710	920	210			
Miscellaneous Income	258	645	387			
Open Spaces :- Income	2,727	3,324	597			0
Sundry Expenses	0	25	25		25	
Professional Fees	0	2,000	2,000		2,000	
Waste Removal	416	835	419		419	
Maintenance	95	500	405		405	
Grass Cutting	3,179	5,250	2,071		2,071	
Maintenance equipment	166	650	484		484	
Verge cut exp (Cholsey)	745	790	45		45	
Verge cut exp (Ips & M'ford)	710	920	210		210	
Maintenance equip servicing	217	200	(17)		(17)	
Fuel	21	50	29		29	
Play Equipment Repairs	6,172	5,000	(1,172)		(1,172)	1,278
Skate Park	0	1,000	1,000		1,000	
Outdoor gym	0	500	500		500	
Pest Control	420	1,100	680		680	
Safety Inspections	0	200	200		200	
Dog Waste Disposal	899	1,820	921		921	
Bridge maintenance	0	250	250		250	
Tree & Hedge Maintenance	0	12,000	12,000		12,000	
Tree surveys	0	2,000	2,000		2,000	
Sundry Works	430	500	70		70	
Miscellaneous Purchases	250	0	(250)		(250)	250
Open Spaces :- Indirect Expenditure	13,719	35,590	21,871	0	21,871	1,528
Net Income over Expenditure	(10,992)	(32,266)	(21,274)			
plus Transfer from EMR	1,528					
Movement to/(from) Gen Reserve	(9,465)					
<u>Sundries</u>						
CIL	6,993	0	(6,993)			6,993
Bluebirds Pavilion Lease	0	75	75			
Tennis Club Lease	0	150	150			
Sundries :- Income	6,993	225	(6,768)			6,993
S137 Donations	22,822	28,900	6,078		6,078	
Citizens Advice Bureau	0	900	900		900	

Detailed Income & Expenditure by Budget Heading 06/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Defibrillators	0	3,650	3,650		3,650	
Sundries :- Indirect Expenditure	<u>22,822</u>	<u>33,450</u>	<u>10,628</u>	<u>0</u>	<u>10,628</u>	<u>0</u>
Net Income over Expenditure	<u>(15,829)</u>	<u>(33,225)</u>	<u>(17,396)</u>			
less Transfer to EMR	6,993					
Movement to/(from) Gen Reserve	<u>(22,822)</u>					
<u>Neighbourhood Plan</u>						
Neighbourhood Plan - exp	50	500	450		450	
Neighbourhood Plan :- Indirect Expenditure	<u>50</u>	<u>500</u>	<u>450</u>	<u>0</u>	<u>450</u>	<u>0</u>
Net Expenditure	<u>(50)</u>	<u>(500)</u>	<u>(450)</u>			
<u>The New Pavilion</u>						
Maintenance	0	5,000	5,000		5,000	
Car park	496	2,300	1,804		1,804	
Mortgage (PWLB)	13,876	27,753	13,877		13,877	
The New Pavilion :- Indirect Expenditure	<u>14,372</u>	<u>35,053</u>	<u>20,681</u>	<u>0</u>	<u>20,681</u>	<u>0</u>
Net Expenditure	<u>(14,372)</u>	<u>(35,053)</u>	<u>(20,681)</u>			
Grand Totals:- Income	217,418	211,058	(6,360)			
Expenditure	103,998	210,698	106,700	0	106,700	
Net Income over Expenditure	<u>113,419</u>	<u>360</u>	<u>(113,059)</u>			
plus Transfer from EMR	1,616					
less Transfer to EMR	6,993					
Movement to/(from) Gen Reserve	<u>108,042</u>					