

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 7th May 2025 at 10am to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

30th April 2025
Sophie Smith, RFO

- 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 13th November 2024 (Appendix A)**
- 5. To note 2024/2025 year-end accounts (Appendix B), including CIL spending and current balance**
- 6. To note bank account balances (Appendix C) and agree any movements to general and ear-marked reserves**
- 7. To review effectiveness of the Council's Internal Control Policy and procedures ahead of the 2024/2025 AGAR submission**
- 8. To confirm appropriate action has been taken on matters raised in reports from the most recent Internal and External audits**
- 9. To note and approve extra General Waste collections of two bins in the Recreation Ground between 1st May and 30th September 2025.**
- 10. To discuss future funding of the CIC Happy Hub**
- 11. To agree items to be reported to meeting of Full Council on 21st May 2025**
- 12. To agree next meeting date**

CHOLSEY PARISH COUNCIL

Minutes of the Finance Committee meeting duly convened and held on Wednesday 13th November 2024 at 9.30am at The Pavilion, Station Road, Cholsey.

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

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

Start time: 9.30am

End time: 11.10am

F12. To receive apologies for absence

There were none.

F13. To receive Declarations of Personal and Pecuniary Interest for any agenda items

There were none.

F14. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)

There were none.

F15. To approve and sign the minutes of the Finance Committee meeting held on 15th July 2024.

It was resolved to approve the minutes of the meeting held on 15th July 2024 and they were signed by Cllr D. Bamford.

F16. To note outcomes of 2024-2025 Interim audit.

The Parish Office had a successful interim internal audit on 17th October 2024.

Key outstanding actions identified were as follows:

- The privacy policy contact on the website needs updating.
- The Council needs to adopt the new 2024 Financial Regulations now that they have been released.
- It was recommended that a separate document is created to monitor spend where specific thresholds are set – the RFO has now created this document.
- Allotment rent rates need to be updated on the website.
- Income must be allocated to an income code, not put in as a minus on an expenditure code.
- Council is reminded to sign the face of the bank statements as well as the reconciliation reports when signing.

F17. To note 2024/2025 accounts to date, April – September, including CIL balance.

It was noted that the accounts at the end of the first half of the current financial year show spending is on track. Some annual subscriptions and S137 grants for this year are still due to be paid.

F18. To note bank account balances and review general and ear marked reserves.

The bank account balances as at 31st October 2024 were noted and are approximately:

Current account: £124.5K (including 26.7K CIL to be transferred)

Reserves account: £94K (including ear marked reserves)

CIL current account: £100K

CIL 12-month fixed term account: £256k

F19. To discuss next steps in renewal of the Pavilion lease between Cholsey Parish Council and the Pavilion Trust.

Next steps were discussed.

CHOLSEY PARISH COUNCIL

F20. To note and approve Rialtas Cloud finance and allotment software and cost.

Noted and **resolved** to upgrade to Rialtas Cloud Software at the cost of £1591.80 in 2025/26. This cost is approximate as Rialtas are yet to publish their 2025/26 fees.

F21. To review 2025/2026 budget

The Clerk and Assistant Clerk have begun work on the 2025/26 budget. Amendments were discussed and it was agreed that the final draft would be reported to and discussed by Full Council at the meeting on the 18th December 2024, in preparation for the precept submission in January 2025.

F22. To discuss amendments to allotment rents, burial ground fees and vendor hire fees for 2025/2026 to be recommended to full council.

Amendments were discussed and recommendations will be taken to Full Council for approval.

F23. To agree items to be reported to meeting of full Council on 20th November 2024.

The committee will report to Full Council on 20th November 2024 on the half year accounts, CIL balance, Rialtas Cloud software costs, rent and lease rates, next steps for superior lease renewal between Cholsey Parish Council and Cholsey Pavilion Trust, preliminary points for 2025/26 budget and precept, bank account balances and amendment to bank accounts.

F24. To agree next meeting date

TBC – March 2025.

14:01

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <u>100 General Administration</u> | | | | | | |
| 1076 Precept | 198,019 | 198,019 | 0 | | | |
| 1090 Interest Received | 5,531 | 0 | (5,531) | | | |
| General Administration :- Income | 203,550 | 198,019 | (5,531) | | | 0 |
| 4000 Insurance | 3,190 | 3,180 | (10) | | (10) | |
| 4005 Audit Fees | 1,186 | 1,350 | 164 | | 164 | |
| 4015 Chairperson's Allowance | 173 | 200 | 27 | | 27 | |
| 4016 Annual Community Meeting exp | 247 | 200 | (47) | | (47) | |
| 4019 Bank charges | 41 | 0 | (41) | | (41) | |
| 4020 Annual Subscriptions | 1,415 | 1,250 | (165) | | (165) | |
| 4025 Website | 138 | 138 | 1 | | 1 | |
| 4050 Meeting Hall Rental | 15 | 100 | 85 | | 85 | |
| 4055 Professional Fees | 52 | 1,000 | 948 | | 948 | |
| 4060 Training | 745 | 1,500 | 755 | | 755 | |
| General Administration :- Indirect Expenditure | 7,202 | 8,918 | 1,716 | 0 | 1,716 | 0 |
| Net Income over Expenditure | 196,347 | 189,101 | (7,246) | | | |
| <u>110 Accommodation</u> | | | | | | |
| 4100 Office Rental | 2,850 | 3,000 | 150 | | 150 | |
| Accommodation :- Indirect Expenditure | 2,850 | 3,000 | 150 | 0 | 150 | 0 |
| Net Expenditure | (2,850) | (3,000) | (150) | | | |
| <u>120 The Burial Ground</u> | | | | | | |
| 1200 Burial/Memorial Fees | 7,125 | 4,000 | (3,125) | | | |
| 1210 Grass Cutting Income | 1,907 | 2,000 | 93 | | | |
| The Burial Ground :- Income | 9,032 | 6,000 | (3,032) | | | 0 |
| 4210 Waste Removal | 750 | 1,175 | 425 | | 425 | |
| 4240 Mortgage (PWLb) - Wall Repairs | 1,001 | 1,001 | (0) | | (0) | |
| 4500 Water | 917 | 400 | (517) | | (517) | |
| 4505 Maintenance | 263 | 1,500 | 1,238 | | 1,238 | |
| 4600 Grass Cutting | 7,150 | 7,700 | 550 | | 550 | |
| 4635 Pest Control | 1,450 | 840 | (610) | | (610) | |
| The Burial Ground :- Indirect Expenditure | 11,530 | 12,616 | 1,086 | 0 | 1,086 | 0 |
| Net Income over Expenditure | (2,498) | (6,616) | (4,118) | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <u>130 Staff</u> | | | | | | |
| 4040 Sundry Expenses | 0 | 100 | 100 | | 100 | |
| 4329 Staff wages | 64,100 | 62,500 | (1,600) | | (1,600) | |
| 4335 Employer NIC | 2,854 | 1,500 | (1,354) | | (1,354) | |
| 4336 Pension contributions | 1,744 | 1,480 | (264) | | (264) | |
| 4345 Mileage & Travel Expenses | 82 | 50 | (32) | | (32) | |
| 4350 Protective Clothing | 162 | 75 | (87) | | (87) | |
| Staff :- Indirect Expenditure | 68,942 | 65,705 | (3,237) | 0 | (3,237) | 0 |
| Net Expenditure | (68,942) | (65,705) | 3,237 | | | |
| <u>140 Office</u> | | | | | | |
| 1930 Phone & broadband inc | 359 | 360 | 1 | | | |
| Office :- Income | 359 | 360 | 1 | | | 0 |
| 4040 Sundry Expenses | 493 | 100 | (393) | | (393) | |
| 4400 Printing | 369 | 500 | 131 | | 131 | |
| 4405 Office Supplies/Stationery | 252 | 250 | (2) | | (2) | |
| 4410 Postage | 15 | 10 | (5) | | (5) | |
| 4415 Telephone/Broadband | 866 | 500 | (366) | | (366) | |
| 4420 Office Equipment | 8,647 | 5,000 | (3,647) | | (3,647) | 1,220 |
| 4425 Photocopier Contract | 220 | 280 | 60 | | 60 | |
| 4427 Payroll | 667 | 600 | (67) | | (67) | |
| 4428 HR support | 951 | 950 | (1) | | (1) | |
| 4430 Accounts Software | 325 | 277 | (48) | | (48) | |
| 4435 IT Support | 2,415 | 2,250 | (165) | | (165) | |
| 4810 Miscellaneous Purchases | 110 | 0 | (110) | | (110) | |
| Office :- Indirect Expenditure | 15,328 | 10,717 | (4,611) | 0 | (4,611) | 1,220 |
| Net Income over Expenditure | (14,969) | (10,357) | 4,612 | | | |
| 6000 plus Transfer from EMR | 1,220 | 0 | (1,220) | | | |
| Movement to/(from) Gen Reserve | (13,749) | (10,357) | 3,392 | | | |
| <u>150 Allotments</u> | | | | | | |
| 1500 Allotment Rents | 2,929 | 3,130 | 201 | | | |
| 1900 Miscellaneous Income | 2,000 | 0 | (2,000) | | | 2,000 |
| Allotments :- Income | 4,929 | 3,130 | (1,799) | | | 2,000 |
| 4440 Allotment Software | 362 | 249 | (113) | | (113) | |
| 4500 Water | 1,075 | 750 | (325) | | (325) | |
| 4505 Maintenance | 2,631 | 2,250 | (381) | | (381) | 2,169 |

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 4657 Hedge maintenance | 1,595 | 1,900 | 305 | | 305 | |
| Allotments :- Indirect Expenditure | 5,663 | 5,149 | (514) | 0 | (514) | 2,169 |
| Net Income over Expenditure | (734) | (2,019) | (1,285) | | | |
| 6000 plus Transfer from EMR | 2,169 | 0 | (2,169) | | | |
| 6001 less Transfer to EMR | 2,000 | 0 | (2,000) | | | |
| Movement to/(from) Gen Reserve | (565) | (2,019) | (1,454) | | | |
| <u>160 Open Spaces</u> | | | | | | |
| 1705 Verge cut inc (Cholsey) | 1,759 | 1,759 | 0 | | | |
| 1706 Verge cut inc (Ips & M'ford) | 710 | 920 | 210 | | | |
| 1900 Miscellaneous Income | 1,630 | 645 | (985) | | | 1,360 |
| Open Spaces :- Income | 4,099 | 3,324 | (775) | | | 1,360 |
| 4040 Sundry Expenses | 10 | 25 | 15 | | 15 | |
| 4055 Professional Fees | 0 | 2,000 | 2,000 | | 2,000 | |
| 4210 Waste Removal | 901 | 835 | (66) | | (66) | |
| 4505 Maintenance | 109 | 500 | 391 | | 391 | |
| 4600 Grass Cutting | 5,035 | 5,250 | 215 | | 215 | |
| 4601 Maintenance equipment | 708 | 650 | (58) | | (58) | |
| 4602 Verge cut exp (Cholsey) | 745 | 790 | 45 | | 45 | |
| 4603 Verge cut exp (Ips & M'ford) | 710 | 920 | 210 | | 210 | |
| 4606 Maintenance equip servicing | 217 | 200 | (17) | | (17) | |
| 4620 Fuel | 53 | 50 | (3) | | (3) | |
| 4625 Play Equipment Repairs | 9,172 | 5,000 | (4,172) | | (4,172) | 4,278 |
| 4627 Skate Park | 0 | 1,000 | 1,000 | | 1,000 | |
| 4628 Outdoor gym | 0 | 500 | 500 | | 500 | |
| 4635 Pest Control | 840 | 1,100 | 260 | | 260 | |
| 4640 Safety Inspections | 285 | 200 | (85) | | (85) | |
| 4645 Dog Waste Disposal | 1,809 | 1,820 | 11 | | 11 | |
| 4651 Bridge maintenance | 0 | 250 | 250 | | 250 | |
| 4655 Tree & Hedge Maintenance | 3,170 | 12,000 | 8,830 | | 8,830 | |
| 4656 Tree surveys | 1,720 | 2,000 | 280 | | 280 | |
| 4660 Sundry Works | 430 | 500 | 70 | | 70 | |
| 4810 Miscellaneous Purchases | 1,337 | 0 | (1,337) | | (1,337) | 1,287 |
| Open Spaces :- Indirect Expenditure | 27,251 | 35,590 | 8,339 | 0 | 8,339 | 5,565 |
| Net Income over Expenditure | (23,152) | (32,266) | (9,114) | | | |
| 6000 plus Transfer from EMR | 5,565 | 0 | (5,565) | | | |
| 6001 less Transfer to EMR | 1,360 | 0 | (1,360) | | | |
| Movement to/(from) Gen Reserve | (18,947) | (32,266) | (13,319) | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <u>165 Mend the Gap</u> | | | | | | |
| 1898 Mend the Gap inc | 9,700 | 9,700 | 0 | | | |
| Mend the Gap :- Income | <u>9,700</u> | <u>9,700</u> | <u>0</u> | | | <u>0</u> |
| 4742 MTG - Artist fees | 5,000 | 5,000 | 0 | | 0 | |
| 4743 MTG - Art display material | 1,139 | 1,139 | 0 | | 0 | |
| 4746 MTG - Coordinator time | 1,750 | 1,750 | 0 | | 0 | |
| Mend the Gap :- Indirect Expenditure | <u>7,889</u> | <u>7,889</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Net Income over Expenditure | <u>1,811</u> | <u>1,811</u> | <u>(0)</u> | | | |
| <u>170 Sundries</u> | | | | | | |
| 1085 CIL | 33,756 | 0 | (33,756) | | | 33,756 |
| 1700 Bluebirds Pavilion Lease | 75 | 75 | 0 | | | |
| 1710 Tennis Club Lease | 150 | 150 | 0 | | | |
| Sundries :- Income | <u>33,981</u> | <u>225</u> | <u>(33,756)</u> | | | <u>33,756</u> |
| 4700 Grants and donations | 28,269 | 28,900 | 631 | | 631 | |
| 4705 Citizens Advice Bureau | 900 | 900 | 0 | | 0 | |
| 4731 Defibrillators | 1,371 | 3,650 | 2,279 | | 2,279 | |
| Sundries :- Indirect Expenditure | <u>30,540</u> | <u>33,450</u> | <u>2,910</u> | <u>0</u> | <u>2,910</u> | <u>0</u> |
| Net Income over Expenditure | <u>3,441</u> | <u>(33,225)</u> | <u>(36,666)</u> | | | |
| 6001 less Transfer to EMR | 33,756 | 0 | (33,756) | | | |
| Movement to/(from) Gen Reserve | <u>(30,315)</u> | <u>(33,225)</u> | <u>(2,910)</u> | | | |
| <u>176 Neighbourhood Plan</u> | | | | | | |
| 4051 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>180 Pavilion</u> | | | | | | |
| 4505 Maintenance | 0 | 5,000 | 5,000 | | 5,000 | |
| 4506 Car park | 50,342 | 2,300 | (48,042) | | (48,042) | 49,720 |
| 4800 Mortgage (PWLB) | 27,753 | 27,753 | 0 | | 0 | |
| Pavilion :- Indirect Expenditure | <u>78,095</u> | <u>35,053</u> | <u>(43,042)</u> | <u>0</u> | <u>(43,042)</u> | <u>49,720</u> |
| Net Expenditure | <u>(78,095)</u> | <u>(35,053)</u> | <u>43,042</u> | | | |
| 6000 plus Transfer from EMR | 49,720 | 0 | (49,720) | | | |
| Movement to/(from) Gen Reserve | <u>(28,375)</u> | <u>(35,053)</u> | <u>(6,678)</u> | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| Grand Totals:- Income | 265,649 | 220,758 | (44,891) | | | |
| Expenditure | 255,340 | 218,587 | (36,753) | 0 | (36,753) | |
| Net Income over Expenditure | 10,309 | 2,171 | (8,138) | | | |
| plus Transfer from EMR | 58,674 | 0 | (58,674) | | | |
| less Transfer to EMR | 37,116 | 0 | (37,116) | | | |
| Movement to/(from) Gen Reserve | 31,867 | 2,171 | (29,696) | | | |

Date: 30/04/2025

Cholsey Parish Council

Page 1

Time: 11:39

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 1 - Current Bank Account**

User: 7278.S.SMITH

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Current Account No 60108094 00 | 31/03/2025 | 642 | 22,382.45 |
| | | | <u>22,382.45</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 22,382.45 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 22,382.45 |
| | | Balance per Cash Book is :- | 22,382.45 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2025
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 | 31/03/2025 | | 0.00 |
| | | | <hr/> 0.00 |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 0.00 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 0.00 |
| | | Balance per Cash Book is :- | 0.00 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2025
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 | 31/03/2025 | | 94,393.18 |
| | | | <u>94,393.18</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 94,393.18 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 94,393.18 |
| | | Balance per Cash Book is :- | 94,393.18 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 6 - Unity Current Acc**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Unity current Acc | 31/03/2025 | 1 | 59,207.85 |
| | | | <u>59,207.85</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 59,207.85 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 59,207.85 |
| | | Balance per Cash Book is :- | 59,207.85 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 9 - Unity Instant Access**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Unity Instant Access | 31/03/2025 | 1 | 15,010.17 |
| | | | <hr/> 15,010.17 |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 15,010.17 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 15,010.17 |
| | | Balance per Cash Book is :- | 15,010.17 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 7 - Unity 12 month term**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Unity 12 month term | 31/03/2025 | 2 | 256,217.22 |
| | | | <u>256,217.22</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 256,217.22 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 256,217.22 |
| | | Balance per Cash Book is :- | 256,217.22 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate