

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 21st July 2025 at 10.00am to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

14th July 2025

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 (Appendix A) held on 7th May 2025 and receive an update on any minute items.**
- 5. To note 2025/2026 accounts at end of the first quarter (Appendix B).**
- 6. To note bank account balances and movements between accounts.**
- 7. To note CIL spending and current balance.**
- 8. To note outcomes of the 2024-2025 internal audit process.**
- 9. To agree items to be reported to meeting of full Council on 17th September 2025.**
- 10. To agree next meeting date – November 2025.**

CHOLSEY PARISH COUNCIL

Minutes of the Finance Committee meeting duly convened and held on Wednesday 7th May 2025 at 10am at The Pavilion, Station Road, Cholsey.

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

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

Start time: 10.00am

End time: 11.30am

Appendix A

F25. To receive apologies for absence

Apologies were accepted from Cllr. J. Collins

F26. To receive Declarations of Personal and Pecuniary Interest for any agenda items

Cllr D. Bamford declared a personal interest in Agenda item 8 (future funding of the CIC Happy Hub) due to their involvement in the CIC.

F27. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)

There were none.

F28. To approve and sign the minutes of the Finance Committee meeting held on 13th November 2024 (Appendix A)

It was **resolved** to approve the minutes of the meeting held on 13th November 2024 and they were signed by Cllr D. Bamford.

F29. To note 2024/2025 year-end accounts (Appendix B), including CIL spending and current balance.

The 2024/2025 year-end accounts were reviewed and will be submitted to full Council for approval at the 21st May Annual Council Meeting. The year-end balance is +£31,867 compared with the budgeted +£2171. The surplus will be moved into appropriate reserves.

Key income above budget included increased burial fees income, bank account interest and community allotment grant.

Key expenditure above and below budget was noted.

Spending below budget in 2024/25 included: professional fees (consultancy and solicitors costs), burial ground waste removal (mound removal), burial ground maintenance, allotment hedge maintenance (coppicing), skatepark and outdoor gym maintenance, bridge maintenance, tree and hedge maintenance, defibrillators (we were able to acquire match funding), neighbourhood plan expenses and Pavilion maintenance. Some of these expenses are still anticipated for 2025/26 (e.g. solicitor costs) and the unspent budget will therefore be moved to appropriate earmarked reserves. Other budgeted cost lines were intended to build dedicated earmarked reserves for future maintenance needs, e.g. for the skatepark, outdoor gym, bridges, Pavilion building.

Notable spending above budget included: burial ground water due to a leak, burial ground pest control, office equipment and furniture due to office refurbishment, staff wages due to error on NI and pension calculator provided by the payroll company, account and allotment software cost increase due to changing over to a Cloud-based system.

Approximately £326k remains in available CIL funds. In 2024/2025, CIL funds totalling approximately £57.5k have been spent on:

Table tennis table outdoor matting.

Football goal for CCDT.

Parish Council office flooring.

Water troughs and taps for allotments sites.

Part payment towards the new swings, Skatepark bunds and wall football goal projects (the

CHOLSEY PARISH COUNCIL

remaining will be spent in 2025/26 on this project).

One side of the Pavilion car park renovation project. It was noted that the cost of other side will be accounted for in 2025/26.

F30. To note bank account balances (Appendix C) and agree any movements to general and ear-marked reserves.

It was noted that the current account as of 31st March 2025 shows a reconciled balance of £22,382.45. It was noted that the difference between this figure and the surplus at the year-end is because we are still expecting a VAT return of approximately £12k.

It was noted that the Reserves Account (made up of General and Earmarked reserves, excluding CIL) as of 31st March 2025 shows a reconciled balance of £94,393.18. It was discussed that it is considered appropriate for a Parish Council to hold approximately 3-12 months of its revenue in reserves, so this amount is deemed acceptable.

It was noted that the total CIL balance is spread between three Unity Trust accounts, some for immediate access and the rest to make best use of interest rates.

Based on the 2024/25 surplus of ~£31.8k, the following movements to General and Earmarked Reserves were agreed:

General Reserves: approx. £8.6k

Earmarked Reserves:

Professional fees: £2948

Burial Ground waste removal: £425

Burial Ground maintenance: £1237

Allotment hedge maintenance: £305

Skatepark maintenance: £1000

Outdoor gym maintenance: £500

Bridge maintenance: £250

Tree and hedge maintenance: £8830

Defibrillators: £2279

Neighbourhood plan: £450

Pavilion maintenance: £5000

TOTAL = £23,224

F31. To review effectiveness of the Council's Internal Control Policy and procedures ahead of the 2024/2025 AGAR submission.

It was discussed that Council should feel confident in ticking Box 2 on the Annual Governance Statement for the External Auditor which states "We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness".

The Finance Committee read and reviewed the Council's Internal Controls Policy which details what procedures are in place to prevent fraud and corruption. The RFO shall make the following amendments:

Point 4.1 – All payments are reported to the relevant level of authority for approval.

Point 4.5 – Mileage is reimbursed in accordance with MAP Government guidelines.

F32. To confirm appropriate action has been taken on matters raised in reports from the most recent Internal and External audits.

It was agreed that appropriate action has been taken and completed by the Clerk and RFO on all matters.

F33. To note and approve extra General Waste collections of two bins in the Recreation Ground between 1st May and 30th September 2025.

CHOLSEY PARISH COUNCIL

It was noted and **resolved** to increase the number of collections at a cost of £4.00 per bin per week. This will result in an overspend of the Open Spaces waste removal budget line by approximately £176.

F34. To discuss future funding of the CIC Happy Hub

Cllr. D. Bamford explained the funding position of the CIC Happy Hub.

F35. To agree items to be reported to meeting of Full Council on 21st May 2025

The Committee will report to Full Council on the 21st May on year-end accounts, CIL expenditure and current balance, general reserves/earmarked reserve movements, changes to the Internal Controls Policy, completion of internal and external audit report matters and the funding position of the CIC Happy Hub.

F36. To agree next meeting date.

TBC. July 2025.

DRAFT

Detailed Income & Expenditure by Budget Heading 30/06/2025

Appendix B

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	105,987	211,973	105,987			
Interest Received	85	0	(85)			
Insurance - Bluebirds Pavilion	112	0	(112)			
General Administration :- Income	106,183	211,973	105,790			0
Insurance	3,037	3,242	205		205	
Audit Fees	150	1,247	1,097		1,097	
Chairperson's Allowance	20	200	180		180	
Annual Community Meeting exp	231	250	19		19	
Bank charges	18	0	(18)		(18)	
Annual Subscriptions	1,212	1,585	373		373	
Website	0	145	145		145	
Meeting Hall Rental	15	100	85		85	
Professional Fees	0	2,500	2,500		2,500	
Training	0	1,800	1,800		1,800	
General Administration :- Indirect Expenditure	4,683	11,069	6,386	0	6,386	0
Net Income over Expenditure	101,501	200,904	99,403			
<u>Accommodation</u>						
Office Rental	0	3,250	3,250		3,250	
Accommodation :- Indirect Expenditure	0	3,250	3,250	0	3,250	0
Net Expenditure	0	(3,250)	(3,250)			
<u>The Burial Ground</u>						
Burial/Memorial Fees	6,170	4,000	(2,170)			
Grass Cutting Income	0	2,000	2,000			
The Burial Ground :- Income	6,170	6,000	(170)			0
Waste Removal	88	1,780	1,692		1,692	
Mortgage (PWLb) - Wall Repairs	0	1,001	1,001		1,001	
Water	29	400	371		371	
Maintenance	759	1,500	741		741	750
Grass Cutting	953	7,700	6,747		6,747	
Pest Control	140	885	745		745	
The Burial Ground :- Indirect Expenditure	1,970	13,266	11,296	0	11,296	750
Net Income over Expenditure	4,200	(7,266)	(11,466)			
plus Transfer from EMR	750	0	(750)			
Movement to/(from) Gen Reserve	4,950	(7,266)	(12,216)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Staff</u>						
Sundry Expenses	0	50	50		50	
Staff wages	14,803	69,615	54,812		54,812	
Employer NIC	0	6,475	6,475		6,475	
Pension contributions	313	1,120	807		807	
Mileage & Travel Expenses	0	50	50		50	
Protective Clothing	0	100	100		100	
Staff :- Indirect Expenditure	15,117	77,410	62,293	0	62,293	0
Net Expenditure	(15,117)	(77,410)	(62,293)			
<u>Office</u>						
Phone & broadband inc	30	378	348			
Office :- Income	30	378	348			0
Professional Fees	0	500	500		500	
Printing	66	325	259		259	
Office Supplies/Stationery	78	200	122		122	
Postage	0	10	10		10	
Telephone/Broadband	116	550	434		434	
Office Equipment	0	500	500		500	
IT equipment	0	1,000	1,000		1,000	
Photocopier Contract	55	235	180		180	
Payroll	149	625	477		477	
HR support	141	800	659		659	
Accounts Software	1,308	1,330	22		22	
IT Support	569	2,400	1,831		1,831	
Office :- Indirect Expenditure	2,482	8,475	5,993	0	5,993	0
Net Income over Expenditure	(2,452)	(8,097)	(5,645)			
<u>Allotments</u>						
Allotment Rents	2,873	3,290	417			
Miscellaneous Income	0	1,000	1,000			
Allotments :- Income	2,873	4,290	1,417			0
Allotment Software	265	262	(3)		(3)	
Community Allotment	758	1,000	243		243	
Water	94	1,000	906		906	
Maintenance	1,248	2,250	1,002		1,002	429
Maintenance equipment	6	0	(6)		(6)	
Pest Control	70	0	(70)		(70)	

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Hedge maintenance	0	1,900	1,900		1,900	
Allotments :- Indirect Expenditure	2,440	6,412	3,972	0	3,972	429
Net Income over Expenditure	433	(2,122)	(2,555)			
plus Transfer from EMR	429	0	(429)			
Movement to/(from) Gen Reserve	862	(2,122)	(2,984)			
<u>Open Spaces</u>						
Verge cut inc (Cholsey)	1,526	1,759	233			
Verge cut inc (Ips & M'ford)	0	1,575	1,575			
Miscellaneous Income	1,300	600	(700)			1,000
Open Spaces :- Income	2,826	3,934	1,108			1,000
Sundry Expenses	12	25	13		13	
Professional Fees	0	500	500		500	
Waste Removal	139	875	736		736	
Maintenance	9,952	500	(9,452)		(9,452)	8,655
Grass Cutting	1,337	5,800	4,463		4,463	
Maintenance equipment	0	500	500		500	
Verge cut exp (Cholsey)	1,050	1,700	650		650	
Verge cut exp (Ips & M'ford)	0	1,575	1,575		1,575	
Maintenance equip servicing	0	225	225		225	
Fuel	13	50	37		37	
Play Equipment Repairs	0	4,000	4,000		4,000	
Skate Park	183	1,000	817		817	
Outdoor gym	0	500	500		500	
Pest Control	210	1,065	855		855	
Safety Inspections	0	300	300		300	
Dog Waste Disposal	1,023	3,450	2,427		2,427	
Bridge maintenance	0	250	250		250	
Tree & Hedge Maintenance	0	9,000	9,000		9,000	
Sundry Works	0	500	500		500	
Open Spaces :- Indirect Expenditure	13,919	31,815	17,896	0	17,896	8,655
Net Income over Expenditure	(11,093)	(27,881)	(16,788)			
plus Transfer from EMR	8,655	0	(8,655)			
less Transfer to EMR	1,000	0	(1,000)			
Movement to/(from) Gen Reserve	(3,438)	(27,881)	(24,443)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Mend the Gap</u>						
Mend the Gap inc	0	10,300	10,300			
Mend the Gap :- Income	0	10,300	10,300			0
MTG - Surveying equip	1,124	2,000	876		876	
MTG - Artist fees	0	5,000	5,000		5,000	
MTG - Art display material	0	361	361		361	
MTG - Repro costs for art	0	1,000	1,000		1,000	
MTG - Art installation costs	0	100	100		100	
MTG - Coordinator time	(389)	1,750	2,139		2,139	
MTG - Promo & printing	0	100	100		100	
MTG - Contingency	0	1,800	1,800		1,800	
Mend the Gap :- Indirect Expenditure	735	12,111	11,376	0	11,376	0
Net Income over Expenditure	(735)	(1,811)	(1,076)			
<u>Sundries</u>						
Bluebirds Pavilion Lease	0	75	75			
Tennis Club Lease	0	150	150			
Sundries :- Income	0	225	225			0
Grants and donations	23,704	32,000	8,296		8,296	
Citizens Advice Bureau	0	900	900		900	
Defibrillators	0	200	200		200	
Sundries :- Indirect Expenditure	23,704	33,100	9,396	0	9,396	0
Net Income over Expenditure	(23,704)	(32,875)	(9,171)			
<u>Neighbourhood Plan</u>						
Neighbourhood Plan - exp	0	500	500		500	
Professional Fees	0	2,000	2,000		2,000	
Neighbourhood Plan :- Indirect Expenditure	0	2,500	2,500	0	2,500	0
Net Expenditure	0	(2,500)	(2,500)			
<u>Pavilion</u>						
Maintenance	0	10,000	10,000		10,000	
Car park	46,305	1,750	(44,555)		(44,555)	45,900
Mortgage (PWLb)	0	27,753	27,753		27,753	
Pavilion :- Indirect Expenditure	46,305	39,503	(6,802)	0	(6,802)	45,900
Net Expenditure	(46,305)	(39,503)	6,802			
plus Transfer from EMR	45,900	0	(45,900)			
Movement to/(from) Gen Reserve	(405)	(39,503)	(39,098)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	118,081	237,100	119,019			
Expenditure	111,354	238,911	127,557	0	127,557	
Net Income over Expenditure	<u>6,728</u>	<u>(1,811)</u>	<u>(8,539)</u>			
plus Transfer from EMR	55,733	0	(55,733)			
less Transfer to EMR	1,000	0	(1,000)			
Movement to/(from) Gen Reserve	<u>61,461</u>	<u>(1,811)</u>	<u>(63,272)</u>			