

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 Tuesday 5th May 2026 at 10am to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

29th April 2026
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 12th November 2025 (Appendix A)**
- 5. To note 2025/2026 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 2025/2026 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 agree items to be reported to meeting of Full Council on 20th May 2026.**
- 10. To agree next meeting date – July 2026**

CHOLSEY PARISH COUNCIL

Minutes of the Finance Committee meeting duly convened and held on Wednesday 12th November 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

F11. To receive apologies for absence.

Apologies were accepted from Cllr. J. Collins

F12. To receive Declarations of Personal and Pecuniary Interest for any agenda items.

There were none.

F13. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins).

There were none.

F14. To approve and sign the minutes of the Finance Committee meeting held on 21st July 2025 (Appendix A).

It was **resolved** to approve the minutes of the meeting held on 21st July 2025 and they were signed by Cllr D. Bamford.

F15. To note outcomes of 2025-2026 Interim audit.

The 2025-2026 interim audit report was **noted**.

The Parish Office had a successful interim audit on Thursday 23rd October 2025.

Key recommended actions were as follows:

- A data audit should be undertaken.
- Transparency of authorising transactions between £500-£2500 could be improved.
- A diary list of policy review dates should be created so that they're not overlooked.
- All payroll related information should be sent via password protected emails and documents to prevent a data breach. The payroll provider should be contacted to provide assurance that they will affect the same for council data. A data cleanse should also be carried out. Note: the RFO has since cleansed their payroll data, set up password protection and contacted the payroll provider who shall do the same.
- An investment policy should be written.
- In line with requirements of assertion 10, the suitability of our website should be discussed by the council.

F16. To note 2025/2026 accounts to date, April – September (Appendix B).

It was **noted** that the accounts at the end of the first half of the current financial year show spending is on track.

Key items to note:

- Some annual subscriptions and grants for this year are still due to be paid.
- Burial/memorial fees received are far higher than predicted but this kind of income is unpredictable.
- £11.7k was recently received in interest due to a short-term investment of some CIL money. This will be put into Reserves and Council should discuss what to do with it next.
- Insurance costs may increase due to the need to add key worker cover and insure the new Springline artwork.

CHOLSEY PARISH COUNCIL

F17. To note CIL balance and discuss investment options to be recommended to full Council.

The Community Infrastructure Levy (CIL) balance was **noted**. We currently hold approximately £275k in CIL. It was agreed that Full Council needs to review anticipated projects in 2026 that may require CIL spend before committing to a new fixed term savings account for CIL money held.

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

The bank account balances as at 30th September 2025 were **noted** and are approximately:

Current account: £155k

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

CIL current account: £ 269K (including £11.7k interest received)

CIL instant access savings account: £15k

F19. To review draft 2026/2027 budget.

The Clerk and Assistant Clerk have begun work on the 2026/27 budget. Amendments were discussed and it was agreed that the preliminary budget would be reported to and discussed by Full Council at the meeting on the 19th November 2025. The final version will be reviewed by Full Council on 17th December 2025, in preparation for the precept submission in January 2026.

F20. To discuss amendments to allotment rents, burial ground fees and vendor hire fees for 2026/2027 to be recommended to full council.

Amendments were **discussed** and recommendations will be taken to Full Council for approval at the meeting on 19th November 2025.

F21. To discuss and update the Council's Risk Management Policy and Risk Register (Appendix C).

The policy was discussed and the following additions should be considered by Full Council at a future meeting.

- **Business Continuity** – Key worker insurance cover to provide Clerk or RFO locum cover in the event of long-term absence. Note: The RFO has already contacted our current insurance provider who don't provide this cover but will look into the possibility further.
- **Data Protection, GDPR** - Payslips and payroll reports are sent and received using secure password protected documents and emails.

F22. To discuss continuing to receive grass cutting contributions from the NHS for Fairmile burials area within the Parish Council's burial ground.

This was **discussed** and Full Council shall consider and decide at the meeting on the 19th November 2025.

F23. To agree items to be reported to meeting of Full Council on 19th November 2025.

Interim audit 2025/26.

2025/26 accounts to date.

Preliminary 2026/27 budget and notes.

CIL balance.

2026/27 allotment rents and burial ground fees to be agreed.

NHS grass cutting contribution request.

F24. To agree next meeting date. TBC – May 2026.

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

Appendix B

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1076 Precept	211,973	211,973	0			100.0%	
1090 Interest Received	11,863	0	(11,863)			0.0%	
1900 Miscellaneous Income	752	0	(752)			0.0%	
1940 Insurance - Bluebirds Pavilion	112	0	(112)			0.0%	
General Administration :- Income	224,699	211,973	(12,726)			106.0%	0
4000 Insurance	3,173	3,242	69		69	97.9%	
4005 Audit Fees	995	1,247	253		253	79.8%	
4015 Chairperson's Allowance	52	200	148		148	26.0%	
4016 Annual Community Meeting exp	231	250	19		19	92.3%	
4019 Bank charges	75	0	(75)		(75)	0.0%	
4020 Annual Subscriptions	1,617	1,585	(32)		(32)	102.0%	
4025 Website	1,107	145	(962)		(962)	763.1%	
4050 Meeting Hall Rental	15	100	85		85	15.0%	
4055 Professional & Legal Fees	1,503	2,500	997		997	60.1%	
4060 Training	1,239	1,800	562		562	68.8%	
General Administration :- Indirect Expenditure	10,006	11,069	1,063	0	1,063	90.4%	0
Net Income over Expenditure	214,693	200,904	(13,789)				
110 Accommodation							
4100 Office Rental	3,000	3,250	250		250	92.3%	
Accommodation :- Indirect Expenditure	3,000	3,250	250	0	250	92.3%	0
Net Expenditure	(3,000)	(3,250)	(250)				
120 The Burial Ground							
1200 Burial/Memorial Fees	14,322	4,000	(10,322)			358.0%	
1210 Grass Cutting Income	0	2,000	2,000			0.0%	
The Burial Ground :- Income	14,322	6,000	(8,322)			238.7%	0
4210 Waste Removal	601	1,780	1,179		1,179	33.8%	
4240 Mortgage (PWL B) - Wall Repairs	1,001	1,001	(0)		(0)	100.0%	
4500 Water	131	400	269		269	32.7%	
4505 Maintenance	806	1,500	694		694	53.7%	875
4600 Grass Cutting	3,837	7,700	3,863		3,863	49.8%	
4635 Pest Control	840	885	45		45	94.9%	
The Burial Ground :- Indirect Expenditure	7,216	13,266	6,050	0	6,050	54.4%	875
Net Income over Expenditure	7,105	(7,266)	(14,371)				
6000 plus Transfer from EMR	875	0	(875)				
Movement to/(from) Gen Reserve	7,980	(7,266)	(15,246)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Staff							
4040 Sundry Expenses	0	50	50		50	0.0%	
4329 Staff wages	66,377	69,615	3,238		3,238	95.3%	
4335 Employer NIC	6,372	6,475	103		103	98.4%	
4336 Pension contributions	1,964	1,120	(844)		(844)	175.4%	
4345 Mileage & Travel Expenses	67	50	(17)		(17)	134.1%	
4350 Protective Clothing	58	100	42		42	57.7%	
Staff :- Indirect Expenditure	74,837	77,410	2,573	0	2,573	96.7%	0
Net Expenditure	(74,837)	(77,410)	(2,573)				
140 Office							
1930 Phone & broadband inc	30	378	348			7.9%	
Office :- Income	30	378	348			7.9%	0
4055 Professional & Legal Fees	0	500	500		500	0.0%	
4400 Printing	401	325	(76)		(76)	123.3%	
4405 Office Supplies/Stationery	187	200	13		13	93.6%	
4410 Postage	24	10	(14)		(14)	239.3%	
4415 Telephone/Broadband	502	550	48		48	91.3%	
4420 Office Equipment	63	500	437		437	12.6%	
4422 IT equipment	704	1,000	296		296	70.4%	
4425 Photocopier Contract	220	235	15		15	93.6%	
4427 Payroll	594	625	31		31	95.0%	
4428 HR support	564	800	236		236	70.5%	
4430 Accounts Software	1,308	1,330	22		22	98.3%	
4435 IT Support	2,548	2,400	(148)		(148)	106.2%	
4810 Miscellaneous Purchases	42	0	(42)		(42)	0.0%	
Office :- Indirect Expenditure	7,158	8,475	1,317	0	1,317	84.5%	0
Net Income over Expenditure	(7,128)	(8,097)	(969)				
150 Allotments							
1500 Allotment Rents	3,202	3,290	88			97.3%	
1900 Miscellaneous Income	2,900	1,000	(1,900)			290.0%	2,900
Allotments :- Income	6,102	4,290	(1,812)			142.2%	2,900
4440 Allotment Software	265	262	(3)		(3)	101.1%	
4442 Community Allotment	758	1,000	243		243	75.8%	
4500 Water	1,591	1,000	(591)		(591)	159.1%	
4505 Maintenance	2,986	2,250	(736)		(736)	132.7%	1,741
4601 Maintenance equipment	27	0	(27)		(27)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4635 Pest Control	60	0	(60)		(60)	0.0%	
4657 Hedge maintenance	1,902	1,900	(2)		(2)	100.1%	162
Allotments :- Indirect Expenditure	7,588	6,412	(1,176)	0	(1,176)	118.3%	1,903
Net Income over Expenditure	(1,487)	(2,122)	(635)				
6000 plus Transfer from EMR	1,903	0	(1,903)				
6001 less Transfer to EMR	2,900	0	(2,900)				
Movement to/(from) Gen Reserve	(2,483)	(2,122)	361				
<u>160 Open Spaces</u>							
1705 Verge cut inc (Cholsey)	1,526	1,759	233			86.7%	
1706 Verge cut inc (Ips & M'ford)	0	1,575	1,575			0.0%	
1900 Miscellaneous Income	1,560	600	(960)			260.0%	1,180
Open Spaces :- Income	3,086	3,934	848			78.4%	1,180
4040 Sundry Expenses	12	25	13		13	50.0%	
4055 Professional & Legal Fees	718	500	(218)		(218)	143.5%	718
4210 Waste Removal	976	875	(101)		(101)	111.5%	
4505 Maintenance	0	500	500		500	0.0%	
4600 Grass Cutting	5,288	5,800	512		512	91.2%	
4601 Maintenance equipment	202	500	298		298	40.4%	
4602 Verge cut exp (Cholsey)	2,195	1,700	(495)		(495)	129.1%	
4603 Verge cut exp (Ips & M'ford)	0	1,575	1,575		1,575	0.0%	
4606 Maintenance equip servicing	209	225	16		16	93.0%	
4620 Fuel	36	50	14		14	72.0%	
4625 Play Equipment Repairs	9,568	4,000	(5,568)		(5,568)	239.2%	8,655
4627 Skate Park	183	1,000	817		817	18.3%	
4628 Outdoor gym	0	500	500		500	0.0%	
4635 Pest Control	840	1,065	225		225	78.9%	
4640 Safety Inspections	290	300	11		11	96.5%	
4645 Dog Waste Disposal	2,796	3,450	654		654	81.0%	
4651 Bridge maintenance	23	250	227		227	9.3%	
4655 Tree & Hedge Maintenance	2,683	9,000	6,317		6,317	29.8%	
4660 Sundry Works	45	500	455		455	9.0%	
Open Spaces :- Indirect Expenditure	26,063	31,815	5,752	0	5,752	81.9%	9,372
Net Income over Expenditure	(22,977)	(27,881)	(4,904)				
6000 plus Transfer from EMR	9,372	0	(9,372)				
6001 less Transfer to EMR	1,180	0	(1,180)				
Movement to/(from) Gen Reserve	(14,785)	(27,881)	(13,096)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>165 Mend the Gap</u>							
1898 Mend the Gap inc	10,300	10,300	0			100.0%	
Mend the Gap :- Income	10,300	10,300	0			100.0%	0
4741 MTG - Surveying equip	1,941	2,000	59		59	97.1%	
4742 MTG - Artist fees	5,000	5,000	0		0	100.0%	
4743 MTG - Art display material	361	361	0		0	100.0%	
4744 MTG - Repro costs for art	1,000	1,000	0		0	100.0%	
4745 MTG - Art installation costs	100	100	0		0	100.0%	
4746 MTG - Coordinator time	1,750	1,750	0		0	100.0%	
4747 MTG - Promo & printing	100	100	0		0	100.0%	
4748 MTG - Contingency	600	1,800	1,200		1,200	33.3%	
Mend the Gap :- Indirect Expenditure	10,852	12,111	1,259	0	1,259	89.6%	0
Net Income over Expenditure	(552)	(1,811)	(1,259)				
<u>170 Sundries</u>							
1085 CIL	3,052	0	(3,052)			0.0%	3,052
1700 Bluebirds Pavilion Lease	75	75	0			100.0%	
1710 Tennis Club Lease	150	150	0			100.0%	
Sundries :- Income	3,277	225	(3,052)			1456.2%	3,052
4700 Grants and donations	38,377	32,000	(6,377)		(6,377)	119.9%	8,262
4705 Citizens Advice Bureau	900	900	0		0	100.0%	
4731 Defibrillators	0	200	200		200	0.0%	
Sundries :- Indirect Expenditure	39,277	33,100	(6,177)	0	(6,177)	118.7%	8,262
Net Income over Expenditure	(36,000)	(32,875)	3,125				
6000 plus Transfer from EMR	8,262	0	(8,262)				
6001 less Transfer to EMR	3,052	0	(3,052)				
Movement to/(from) Gen Reserve	(30,790)	(32,875)	(2,085)				
<u>176 Neighbourhood Plan</u>							
4051 Neighbourhood Plan - exp	0	500	500		500	0.0%	
4055 Professional & Legal Fees	0	2,000	2,000		2,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	(2,500)	(2,500)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>180 Pavilion</u>							
4505 Maintenance	4,694	10,000	5,306		5,306	46.9%	3,970
4506 Car park	46,305	1,750	(44,555)		(44,555)	2646.0%	45,900
4800 Mortgage (PWLB)	27,753	27,753	0		0	100.0%	
Pavilion :- Indirect Expenditure	78,752	39,503	(39,249)	0	(39,249)	199.4%	49,870
Net Expenditure	(78,752)	(39,503)	39,249				
6000 plus Transfer from EMR	49,870	0	(49,870)				
Movement to/(from) Gen Reserve	(28,882)	(39,503)	(10,621)				
Grand Totals:- Income	261,814	237,100	(24,714)			110.4%	
Expenditure	264,749	238,911	(25,838)	0	(25,838)	110.8%	
Net Income over Expenditure	(2,934)	(1,811)	1,123				
plus Transfer from EMR	70,282	0	(70,282)				
less Transfer to EMR	7,132	0	(7,132)				
Movement to/(from) Gen Reserve	60,217	(1,811)	(62,028)				

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current Bank Account**

Appendix C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account No 60108094 00	31/03/2026	673	95,328.38
			<hr/> 95,328.38
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			95,328.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			95,328.38
		Balance per Cash Book is :-	95,328.38
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		94,393.83
			<u>94,393.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,393.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			94,393.83
		Balance per Cash Book is :-	94,393.83
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		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 31/03/2026
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	31/03/2026		247,597.77
			<u>247,597.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			247,597.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			247,597.77
		Balance per Cash Book is :-	247,597.77
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		15,342.35
			<u>15,342.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,342.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,342.35
		Balance per Cash Book is :-	15,342.35
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date