

# **Betley, Balterley and Wrinehill Parish Council Finance and Audit Committee**

**20th March 2025**

**Commenced: 2.00 pm**

**Terminated: 2.25 pm**

**Present: Councillor Watkin (Chair)  
Councillors Daly and Karling**

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bettley-Smith and Berrisford.

## **2. DECLARATIONS OF INTEREST**

There were no declarations of personal and prejudicial interests from Members of the Committee on matters to be discussed at the Meeting.

## **3. MINUTES**

The Minutes of the proceedings of the Finance and Audit Committee held on 23<sup>rd</sup> January 2025 were approved as a correct record and signed by the Chair.

## **4. BUDGET AND FINANCE 2024-2025**

Members considered a report of the Clerk and Responsible Financial Officer on the following:-

### **(i) Applications for Financial Assistance**

The Clerk reported that there were no applications for financial assistance.

### **(ii) CO-OP Bank Transfer to Unity Trust Bank**

#### **RESOLVED**

**That the sum of £3,000.00 from the Co-op Bank Account to the Unity Trust Bank Account, be approved**

### **(iii) Transactions – Unity Trust Bank**

#### **RESOLVED**

**That the following transactions from the Unity Trust Bank, be approved:-**

<b>PAYEE/PAYER</b>	<b>DETAILS</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>
Laura Lee	Book Sales Donation	£22.50	
Robert Bettley-Smith	Reimbursement for waterproof connector		£14.92
Lumalite	Festoon Bulbs		£188.40
M Clough	February Salary		£446.93
M Clough	February PAYE		£118.20
Staffordshire Pensions	February Pension		£165.54
Lumalite	10 X Cold White Bulbs		£35.88
Unity Trust Bank	Monthly Service Charge		£6.00
Elancity	SIDS Extended Warranty		£449.46

### **(iv) Transactions – CO-OP Bank**

Members noted that there had been no transactions from the Co-op Bank since the last meeting of the Parish Council held on 27<sup>th</sup> February 2025.

(v) **Payment of Invoices and Reimbursements**

**RESOLVED**

That the following forthcoming payments be approved:-

<b>M Clough</b>	<b>March 2025 Salary</b>	<b>£446.93</b>
<b>HMRC</b>	<b>March 2025 PAYE</b>	<b>£118.20</b>
<b>Staffordshire Pension</b>	<b>March 2025 Pension</b>	<b>£165.54</b>
<b>HugoFox</b>	<b>.GOV Email Account for Clerk</b>	<b>£120.00 + VAT</b>

(vi) **Budget Expenditure to 13<sup>th</sup> March 2025 – Unity Trust Bank**

**RESOLVED**

That the following Budget Head expenditure to 13<sup>th</sup> March 2025, be approved (the figures below do not include virements approved on 27<sup>th</sup> February 2025):-

<b>Budget Head</b>	<b>Total</b>	<b>Budget Allocated</b>	<b>£ Difference</b>
Salary	£6,721.74	£7,200.00	£478.26
Pension	£1,971.45	£1,660.00	-£311.45
Admin - Insurance	£898.92	£900.00	£1.08
Admin - Audit Fees	£502.00	£625.00	£123.00
Admin - Venue Hire	£366.50	£450.00	£83.50
Admin - Subscriptions	£313.45	£330.00	£16.55
Admin - Website	£203.85	£135.00	-£68.85
Admin - Other	£979.38	£950.00	-£29.38
Highways	£1,049.46	£999.00	-£50.46
Footpaths	£3,445.85	£3,446.00	£0.15
Grants	£750.00	£1,200.00	£450.00
Miscellaneous	£320.31	£321.00	£0.69
Sandy Croft	£0.00	£102.00	£102.00
Memorial Garden	£2,814.40	£4,000.00	£1,185.60
Neighbourhood Plan	£0.00	£0.00	£0.00
Chair's Expenses	£0.00	£250.00	£250.00
	£20,337.31	£22,568.00	£2,230.69

(vii) **Explanation of Variances**

**RESOLVED**

That due to the unanticipated offer of extending the warranty for the Speed Indicator Devices, Members authorised the Clerk and Responsible Financial Officer to vire funds from underspent budget heads to overspent budget heads, at the end of the financial year.

(viii) **Bank Reconciliation as at 13<sup>th</sup> March 2025**

**RESOLVED**

That the following Bank Reconciliation for Co-op Bank and Unity Trust Bank as at 13<sup>th</sup> March 2025 be approved:-

<b>Bank Reconciliation 13th March 2025</b>	
<b>BETLEY BALTERLEY AND WRINEHILL PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2025</b>	
<b>Prepared by: Muna Clough, Parish Clerk &amp; RFO</b>	

Balance per bank statements as at	£
Current Account UNITY (20500409) - 28th February 2025	£3,203.03
Reserve Account CO-OP (49148300) - 4th February 2025	£23,965.25
Less: any unpresented cheques/payments	
Current Account UNITY (20500409)	£449.46
Reserve Account CO-OP (49148300)	
Add: any unbanked cash - Unity	
Net bank balances as at 13th March 2025	£26,718.82
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
<b>CASH BOOK</b>	
Opening Balance	
Unity Trust Bank @ 1st April 2024	£420.69
Co-op Bank @ 1st April 2024	£23,099.25
Add: Receipts in the year	
Unity Trust Bank	£2,670.19
Co-op Bank	£20,866.00
Less: Payments in the year	
Unity Trust Bank	£20,337.31
Co-op Bank	
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£26,718.82

**(ix) BANK STATEMENTS**

**RESOLVED**

That the following bank statements, as circulated with the Report, be received:-

- Unity Trust Bank - 28<sup>th</sup> February 2025
- CO-OP Bank - 4<sup>th</sup> February 2025

**5. SECTION 106 AGREEMENT – 17/00968 Wrinehill**

Further to Minute 12 of the meeting of the Parish Council held on 27<sup>th</sup> February 2025, Finance and Audit Committee was now in discussions with the Village Hall Trustees and would report back to the Parish Council with a view to putting the scheme forward to the Borough Council.

**RESOLVED**

That a report be presented to the Parish Council, as soon as further discussions regarding a suitable scheme, have been considered.

**6. .GOV EMAIL ADDRESS**

**RESOLVED**

That the purchase of a .GOV email address for the Clerk and Responsible Financial Officer, via HugoFox, in the sum of £11.99 per month, including VAT, be approved.

## **7. DATE OF NEXT MEETING**

Members noted that the next meeting of this Committee will be held on 24th April 2025 at 2.00 pm.

## **8. URGENT ITEMS**

The Chair was of the opinion that the following items of business should be considered as a matter of urgency, due to time constraints.

## **9. CONTRACT FOR GROUNDS MAINTENANCE AT THE MEMORIAL GARDEN**

The Parish Council had received a quote from its current contractor Luke Rimmer, in the sum of £2,040 for 2025. The contract involved maintaining the Memorial Garden between 1<sup>st</sup> April 2025 and 1<sup>st</sup> December 2025, with two lots of planting.

The cost was £2,640.00 for the year, plus the cost of supplying bedding plants.

Members considered the excellent work undertaken by Luke together with his reliability and commitment. He was also a local contractor.

### **RESOLVED**

- (i) That the contract for the maintenance of the Memorial Garden for 2025, by Luke Rimmer in the sum of £2,640.00 be approved (excluding the cost of bedding plants) and that the Clerk seeks to obtain confirmation of the same price for 2026.**
- (ii) That Mr Rimmer be asked to liaise with the Clerk before purchasing any plants.**

## **10. NOTICE BOARDS**

Repair work was required to the Notice Boards, and the purchase of post crete and cork was necessary.

### **RESOLVED**

**That authorisation be given to Councillor Karling to purchase cork and post crete to a maximum of £100.00, to enable him to make the necessary repairs.**