

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

25th July 2024

Commenced: 7.30 pm

Terminated: 7.50 pm

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

**Councillors Drakakis-Smith and Head (part) were also in attendance as
Members of the Public**

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bettley-Smith

2. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

3. MINUTES

The Minutes of the proceedings of the Finance and Audit Committee held on 11th April 2024 were approved as a correct record and signed by the Chair.

4. BUDGET AND FINANCE 2024-2025

To discuss and consider a report of the Clerk and Responsible Financial Officer. Report circulated.

(i) APPLICATIONS FOR FINANCIAL ASSISTANCE

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

(ii) UNITY TRUST BANK

RESOLVED

That the sum of £6,000 be transferred from the Co-op Bank to the Unity Trust Bank.

**(iii) Unity Trust Bank Transactions since the last meeting of the Parish Council held on
27th June 2024**

RESOLVED

**That the following transactions in the Unity Trust Bank account, since the last meeting of
the Parish Council held on 27th June 2024, be approved.**

DATE	DETAILS	RECEIPTS	PAYMENTS
28/06/2024	Memorial Garden Invoice 476		£880.00
28/06/2024	June Salary		£420.09
28/06/2024	PAYE June 2024		£111.20
28/06/2024	June Pension		£155.62
30/06/2024	Quarterly Service Charge		£18.00
02/07/2024	Transfer from Co-op	£2,000.00	

**(iv) Co-op Bank Transactions since the last meeting of the Parish Council held on 27
June 2024**

RESOLVED

**That the following transactions in the Co-op Bank account, since the last meeting of the
Parish Council held on 27th June 2024, be approved.**

DATE	DETAILS	RECEIPTS	PAYMENTS
02/07/2024	Transfer to Unity Trust Bank		£2,000

(v) Payment of Invoices and Reimbursements

RESOLVED

That the following payments be approved:-

Centrewire	5 x Woodstock Kissing Gates	£2448.00
M Clough	July 2024 Salary	£435.02
HMRC	July 2024 PAYE	£114.80
Staffordshire Pension	July 2024 Pension	£158.27
Zurich Municipal	Annual Insurance Renewal	£806.14
Luke Rimmer	Invoice 487 – June maintenance	£135.00
M Clough	August 2024 Salary	Approx. £435.02
HMRC	August 2024 PAYE	Approx. £114.80
Staffordshire Pension	August 2024 Pension	Approx. £158.27
Luke Rimmer	August invoice – July maintenance	Maximum £180.00

(vi) Budget Expenditure to 16th July 2024 – Unity Trust Bank

RESOLVED

That the following Unity Trust Bank Budget Head expenditure to 16th July 2024 be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Salary	£2,125.16	£7,200.00	£5,074.84
Pension	£628.04	£1,660.00	£1,031.96
Admin - Insurance	£0.00	£850.00	£850.00
Admin - Audit Fees	£250.00	£40.00	-£210.00
Admin - Venue Hire	£125.00	£450.00	£325.00
Admin - Subscriptions	£313.45	£330.00	£16.55
Admin - Website	£0.00	£135.00	£135.00
Admin - Other	£488.92	£500.00	£11.08
Highways	£0.00	£1,500.00	£1,500.00
Footpaths	£0.00	£1,490.00	£1,490.00
Grants	£0.00	£1,200.00	£1,200.00
Miscellaneous	£135.98	£270.00	£134.02
Sandy Croft	£0.00	£1,100.00	£1,100.00
Memorial Garden	£1,190.00	£4,000.00	£2,810.00
Neighbourhood Plan	£0.00	£0.00	£0.00
Chair's Expenses	£0.00	£250.00	£250.00
	£5,256.55	£20,975.00	£15,718.45

(vii) Explanation of Variances

The Clerk reported that there were no budget variances to consider at this meeting.

RESOLVED

That the report be noted.

**(viii) Bank Reconciliation as at 16th July 2024
RESOLVED**

That the following Bank Reconciliation for Royal Bank of Scotland and Unity Trust Bank as at 16th July 2024, be approved:-

Bank Reconciliation 16th July 2024	
BETLEY BALTERLEY AND WRINEHILL PARISH COUNCIL	
Financial year ending 31 March 2025	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at	£
Current Account UNITY (20500409) - 30th June 2024	£1,093.06
Reserve Account CO-OP (49148300) - 4th July 2024	£37,965.25
Less: any unpresented cheques	
Current Account UNITY (20500409)	
Reserve Account CO-OP (49148300)	
Add: any unbanked cash - Unity	£2,000.00
Net bank balances as at 4th July 2024	£41,058.31
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
<u>CASH BOOK</u>	
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	£1,928.92
Co-op Bank	£20,866.00
Less: Payments in the year	
Unity Trust Bank	£5,256.55
Co-op Bank	
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£41,058.31

(ix) UNITY TRUST BANK STATEMENT – 30TH JUNE 2024

Members reviewed the Unity Trust Bank Statement dated 30th June 2024, included within the report circulated.

RESOLVED

That the Unity Trust Bank Statement dated 30th June 2024, be received.

(x) CO-OP BANK STATEMENT – 4TH JULY 2024

Members reviewed the Co-op Bank Statement dated 4th July 2024, included within the report circulated.

RESOLVED

That the Unity Trust Bank Statement dated 30th June 2024, be received.

5. PARISH COUNCIL INSURANCE

The Clerk circulated the Parish Council policy schedule and reminded Members that the Parish Council was tied to a long-term agreement. Members were asked to consider the documents to ensure the policy remained up to date.

Members agreed that the speed indicator devices were under insured, and Councillor Karling agreed to forward the cost of the replacement of 7 devices, to the Clerk. Once the price was obtained, the Clerk would report this to Zurich Municipal in order that the schedule was updated.

RESOLVED

That the renewal of the Parish Council Policy, as submitted be approved, subject to the inclusion of the updated sum insured for the replacement of 7 speed indicator devices, and also, so long as the amended renewal premium (taking into consideration the updated sum insured for the 7 speed indicator devices), did not increase more than 15%.

6. DATE OF NEXT MEETING

Members noted that the next meeting of this Committee would be held on 24th October 2024.

7. URGENT ITEMS

Councillor Daly asked the Chair to consider the following item as a matter of urgency due to time constraints. The Chair agreed.

8. GROUNDS MAINTENANCE

Councillor Daly reported that there was a need to sweep and clear the footpath on the Wilderness, as it was extremely overgrown. He added that the total cost was £500.00. The Clerk advised that funding was available from the Highways Budget.

RESOLVED

That Councillor Daly be authorised to make arrangements for grounds maintenance works to be completed to the area of land known as the Wilderness, in the sum of £500.00.