

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

**24th April 2025**

**Commended: 2.05 pm**

**Terminated: 2.35 pm**

**Present: Councillor Watkin (Chair)  
Councillors Bettley-Smith and Daly**

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Berrisford and Karling.

## **2. DECLARATIONS OF INTEREST**

There were no declarations of interest submitted at this point of the meeting.

## **3. MINUTES**

The Minutes of the proceedings of the Finance and Audit Committee held on 20<sup>th</sup> March 2025 were approved as a correct record and signed by the Chair of the Committee.

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

The Committee considered a report of the Clerk and Responsible Financial Officer, on the following matters:-

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

There were no applications for financial assistance for consideration.

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

There was no requirement to transfer funds from the Co-op Bank to the Unity Trust Bank Account.

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

#### **RESOLVED**

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

<b>PAYEE/PAYER</b>	<b>DETAILS</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>
	Transfer from Co-op	£3,000.00	
	Transfer to Unity		£3,000.00
M Clough	March Salary		£446.93
HMRC	March PAYE		£118.20
Staffordshire Pensions	March Pension		£165.54
Unity Trust Bank	Monthly Service Charge		£6.00
Newcastle Plumbing	Screws for Noticeboard		£4.92
M Clough	Printer ink reimbursement		£46.21
Davenport Accountants	Internal Audit		£262.50
Shires Accountants	Reimbursement for pension training		£72.00
Shires Accountants	50% share of costs relating to pension changes for 2023/24 and 2024/25 tax year		£54.00

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

The Committee noted that there had been a transfer of £3,000.00 from the Co-op Bank since the last meeting of the Parish Council held on 20<sup>th</sup> March 2025 and a remittance for the receipt of the Precept for 2025-2026 in the sum of £22,191.00 has been received.

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

At this juncture, Councillor Bettley-Smith declared an interest, as he was requesting a reimbursement for the purchase of keys for the new Notice Board at Sandy Croft. Councillor Bettley-Smith did not take part in any discussions or voting on his request, and the Clerk approved the reimbursement from within her delegated authority, as the meeting was inquorate for the approval of his reimbursement request.

**RESOLVED**

**(a) That the following forthcoming payments be approved:-**

<b>M Clough</b>	<b>April 2025 Salary</b>	<b>£336.65</b>
<b>HMRC</b>	<b>April 2025 PAYE &amp; NI (£111.60 &amp; £26.12)</b>	<b>£137.72</b>
<b>Staffordshire Pension</b>	<b>April 2025 Pension</b>	<b>£172.04</b>
<b>SPCA</b>	<b>Annual Membership fee</b>	<b>£342.32</b>
<b>Luke Rimmer</b>	<b>Invoice not yet received</b>	<b>Maximum £250.00</b>

**(b) The Committee noted that the reimbursement for the purchase of keys to Councillor Bettley-Smith would be made through the Clerk's delegated authority, under the Financial Regulations.**

**(vi) Fencing at Sandy Croft**

**RESOLVED**

That the quote received from Heler and Son to replace the fence at Sandy Croft, between two gates, and 20 m beyond the second gate, using sheep wire and rows of plain wire. Dismantle the old fence, clear the brambles and erect a new fence, for the sum of £650.00 plus VAT, be approved.

**(vii) Budget Expenditure to 16<sup>th</sup> April 2025 – Unity Trust Bank**

**RESOLVED**

**That the Budget Head expenditure to 16<sup>th</sup> April 2025, be approved:-**

<b>Budget Head</b>	<b>Total</b>	<b>Budget Allocated</b>	<b>£ Difference</b>
<b>Salary</b>	<b>£0.00</b>	<b>£7,558.00</b>	<b>£7,558.00</b>
<b>Employer National Insurance</b>	<b>£0.00</b>	<b>£384.00</b>	<b>£384.00</b>
<b>Pension</b>	<b>£0.00</b>	<b>£1,784.00</b>	<b>£1,784.00</b>
<b>Insurance</b>	<b>£0.00</b>	<b>£975.00</b>	<b>£975.00</b>
<b>Audit Fees External</b>	<b>£0.00</b>	<b>£950.00</b>	<b>£950.00</b>
<b>Audit Fees Internal</b>	<b>£262.50</b>	<b>£250.00</b>	<b>-£12.50</b>
<b>Venue Hire</b>	<b>£0.00</b>	<b>£450.00</b>	<b>£450.00</b>
<b>Subscriptions</b>	<b>£0.00</b>	<b>£350.00</b>	<b>£350.00</b>
<b>Website</b>	<b>£0.00</b>	<b>£150.00</b>	<b>£150.00</b>
<b>Emails</b>	<b>£0.00</b>	<b>£150.00</b>	<b>£150.00</b>
<b>Information Commissioner</b>	<b>£0.00</b>	<b>£35.00</b>	<b>£35.00</b>
<b>Stationery</b>	<b>£46.21</b>	<b>£50.00</b>	<b>£3.79</b>
<b>Payroll Services</b>	<b>£0.00</b>	<b>£625.00</b>	<b>£625.00</b>
<b>Mileage</b>	<b>£0.00</b>	<b>£150.00</b>	<b>£150.00</b>
<b>Footpaths</b>	<b>£0.00</b>	<b>£2,500.00</b>	<b>£2,500.00</b>
<b>Grants</b>	<b>£0.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>

Sandy Croft	£0.00	£1,100.00	£1,100.00
Memorial Garden	£4.92	£3,500.00	£3,495.08
Chair's Expenses	£0.00	£250.00	£250.00
	£313.63	£22,211.00	£21,897.37

**(viii) Explanation of Variances**

There were no variances reported at the meeting.

**(ix) Bank Reconciliation as at 17<sup>th</sup> April 2025**

**RESOLVED**

That the following Bank Reconciliation for Co-op Bank and Unity Trust Bank as at 17<sup>TH</sup> April 2025, be approved:-

<b>Bank Reconciliation 17th April 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>	
<b>Balance per bank statements as at</b>	<b>£</b>
<b>Current Account UNITY (20500409) - 31st March 2025</b>	<b>£5,016.90</b>
<b>Reserve Account CO-OP (49148300) - 4th February 2025</b>	<b>£23,965.25</b>
<b>Less: any unrepresented cheques/payments</b>	
<b>Current Account UNITY (20500409)</b>	<b>£313.63</b>
<b>Reserve Account CO-OP (49148300)</b>	<b>£3,000.00</b>
<b>Add: any unbanked cash - Unity</b>	<b>£0.00</b>
<b>Add: any unbanked cash - CO-OP</b>	<b>£22,191.00</b>
<b>Net bank balances as at 17th April 2025</b>	<b>£47,859.52</b>
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>	
<b><u>CASH BOOK</u></b>	
<b>Opening Balance</b>	
<b>Unity Trust Bank @ 1st April 2025</b>	<b>£5,016.90</b>
<b>Co-op Bank @ 1st April 2025</b>	<b>£20,965.25</b>
<b>Add: Receipts in the year</b>	
<b>Unity Trust Bank</b>	<b>£0.00</b>
<b>Co-op Bank</b>	<b>£22,191.00</b>
<b>Less: Payments in the year</b>	
<b>Unity Trust Bank</b>	<b>£313.63</b>
<b>Co-op Bank</b>	
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£47,859.52</b>

**RESOLVED**

That the ringfencing of Reserves in the sum of £8,000.00, to provide for a by-election should one arise outside the electoral cycle, be approved.

**(x) Bank Statements**

**RESOLVED**

That the following bank statements be received:-

- Unity Trust Bank Statement - 31<sup>st</sup> March 2025
- CO-OP Bank Statement - 4<sup>th</sup> February 2025

**5. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-2025**

The Committee noted that the Parish Council was fully compliant during 2024-2025 for all Internal Audit matters, and received and noted the following documents which would be submitted to the Parish Council for consideration and approval (in accordance with its Terms of Reference):-

**RESOLVED**

That the following documents be received and documents (i), (ii) and (iii) be recommended for approval by the Parish Council.

- (i) Exemption Certificate 2024-2025
- (ii) Section 1 - Annual Governance Statement 2024-2025
- (ii) Section 2 – Accounting Statements 2024/25
- (iv) Annual Internal Audit Report 2024-2025
- (v) Detailed Internal Audit Report 2024-2025

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

**RESOLVED**

That this item be deferred to the next meeting of this Committee.

**7. CONTRACT FOR GROUNDS MAINTENANCE AT THE MEMORIAL GARDEN**

The Committee noted that further to Minute 9 of the last meeting, the contract for the maintenance of the Memorial Garden for 2025, by Luke Rimmer in the sum of £2,640.00 had been agreed with together with confirmation that the price remained the same for 2026.

**RESOLVED**

That the report be noted.

**8. RESERVE COUNCILLORS FOR COMMITTEES**

**RESOLVED**

That in accordance with the Terms of Reference of the Finance and Audit Committee 'To ensure an adequate and effective system of internal control is in place to secure the integrity of finances and information', all Parish Councillors to be informed that they are substitute Members of the Finance and Audit, and Planning Committees. When necessary, the substitute Member will be selected by the Chair of the Committee should the Committee Member be unable to attend.

**9. DATE OF NEXT MEETING**

**RESOLVED**

That the dates of the meetings of this Committee, be considered at the Annual Meeting of the Parish Council.

**10. URGENT ITEMS**

The Chair reported that there were no items requiring consideration as a matter of urgency.