

Haslington Parish Council

Minutes of the Finance Committee Meeting held on Thursday 18th April at The Gutterscroft Centre

Attendance: Cllr Sam Green (Chair), Cllr Graham Sawyer, Cllr Yvonne Bushill, Cllr Steven Welch

Apologies: None

Not in attendance: None

Also in attendance: Clerk Wayne Salisbury

Public: None

Meeting started at 7:00 pm.

1. To receive apologies for absence

No apologies were received.

2. Declarations of Interest

No interests declared.

3. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 22nd November 2023 be approved as a correct record and signed by the Chair

4. Public Participation

No members of the public were in attendance.

5. 2023-24 Expenditure & Income

To review the full-year position of expenditure and income against budget.

Members reviewed the presented information and queries were discussed regarding several transactions.

RESOLVED: That 2023-24 payments totalled £83,259.98 and receipts totalled £116,595.46

6. Annual Governance Accountability Return 2023-24

Members reviewed the progress on section 1 and section 2 of form 3. The clerk updated that further work was required on the asset register to determine a total for box 8. It was noted that the previously agreed insurance value could be used if needed.

7. 2024-25 Reserve Recommendation

RESOLVED: That the recommendation for earmarked reserves to be held during 2024-25 is total of £161,000

Earmarked Reserves 2024-25	
Public Convenience Lease	£7,000
Neighbourhood Plan	£5,000
Community Amenities	£17,000
Legal Liabilities	£25,000
Gutterscroft Funds	£22,000
Play Equipment	£10,000
Gutterscroft Rebuild	£75,000
Total Earmarked	£161,000
General Reserve	£31,774.74

8. 2024-25 Annual Payments List Recommendation

RESOLVED: That the stated list of regular payments is approved for recommendation

Transaction	Frequency	Payee	Amount
Salary Payment	Monthly	Clerk	Variable up to £1500
PAYE/NI	Monthly	HMRC	Variable up to £325
Registration Fees	Annual DD	ICO	Variable up to £50
Membership	Annual	ChALC	Variable up to £1600
Membership	Annual	Cheshire Community Action	Variable up to £150
Membership	Annual DD	CPRE	Variable up to £45
Audit Fees	Annual	JDH Business Services	Variable up to £650
Audit Fees	Annual	PKF Littlejohn	Variable up to £520
Insurance	Annual	Zurich Municipal	Variable up to £4000
Payroll Services	Annual	John Greenall & Co	Variable up to £250
Website Hosting & Support (inc Email)	Annual	Netwise	Variable up to £800
Antivirus Software	Annual	NGL Technology	Variable up to £45
Financial & Bookings Software	Annual	Scribe	Variable up to £1050
Online Storage	Annual	Dropbox	Variable up to £120
Gutterscroft Broadband	Monthly	BT	Variable up to £45
Mobile Phone	Monthly	SMARTY	Variable up to £10
Gutterscroft Gas	Monthly DD	British Gas	Variable up to £150
Gutterscroft Electricity	Quarterly	Scottish Power	Variable up to £500
Gutterscroft Water	Monthly DD	Water Plus	Variable up to £100
Un-metered Electricity - streetlights	Quarterly DD	Scottish Power	Variable up to £1000
Play Area Inspection	Quarterly	Kompan	Variable up to £160
Gutterscroft Cleaning	Monthly	911 Cleaning	Variable up to £250

Meeting ended at 7:39 pm.