

# Haslington Parish Council

## Minutes of the Finance Committee Meeting held on Thursday 18<sup>th</sup> 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 22<sup>nd</sup> 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

<b>Earmarked Reserves 2024-25</b>	
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
<b>Total Earmarked</b>	<b>£161,000</b>
<b>General Reserve</b>	<b>£31,774.74</b>

## 8. 2024-25 Annual Payments List Recommendation

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

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

Meeting ended at 7:39 pm.