

Haslington Parish Council

Minutes of the Finance Committee Meeting held on Thursday 24th April 2025 at Oakhanger Methodist Church

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

Apologies: None

Also in attendance: Clerk Wayne Salisbury

Public: None

Meeting started at 6:30 pm.

1. To receive apologies for absence

No apologies were received.

2. Declarations of Interest

No interests were declared.

3. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 22nd November 2024 be approved as a correct record and signed by the Chair

4. Public Participation

No members of the public were in attendance.

5. 2024 - 25 Expenditure & Income

The committee reviewed the prepared reports which detailed the 2024 - 25 income and expenditure.

The Clerk presented the 2024-25 budget position information (further details on page 269)

It was noted that although the Parish Council had budgeted to appropriate £52,805 from reserves to cover budgeted expenditure that a surplus of £7,660.10 was achieved.

This was primarily due to additional CIL (Community Infrastructure Levy) funds being received as well as several budgeted projects not being realised before the year end.

Cllr Welch commented on the precept value and considerations the Council will need to address when setting it for 2026-27.

The Clerk advised members that they will be working on a strategic budget which will cover the next 3 years and will allow for significant projects and their respective funding.

6. 2025 - 26 Reserve Recommendation

RESOLVED: The committee recommends to the full council that the 2025 - 26 earmarked reserves are set at a value of £117,000.00. (further details on page 270)

7. 2025 - 26 Annual Payments List Recommendation

RESOLVED: The committee recommends to the full council that the 2025 - 26 annual payments list is accepted as detailed. (further details on page 270)

Meeting ended at 7:07pm.

As referenced in item 5 – 2024-25 Budget Position Information

2024-25 Year Budget Position

Cash on Hand - 1st April 2024

Grand Total **£245,579.54** **Balance brought forward**

Budget set for 2024 - 25 (1st April 2024 – 31st March 2025)

Payments £180,327.00

Receipts £127,522.00

Budgeted appropriation from reserves **£52,805.00**

Full Year Forecast (1st half year actual 2nd half year projection)

Payments £146,365.76

Receipts £142,607.90

Anticipated appropriation from reserves **£3,757.86**

Full Year Actual 2024 - 25

Payments £147,836.33

Receipts £155,496.43 (CIL of £33,976.79 increased receipts)

Actual appropriation from reserves **£7,660.10 Surplus**

Actual Cash on Hand – 31st March 2025 **£253,239.64**

Budget set for 2025 - 26 (1st April 2025 – 31st March 2026)

Payments £214,050.00

Receipts £130,126.00

Budgeted appropriation from reserves £83,924.00

Forecast Cash on Hand – 31st March 2026 **£169,315.64**

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

Earmarked reserves will be resolved for the 2025-26 year. Virement from the general fund can be made as appropriate.

The general fund can have a value of 25 – 100% of the precept amount. (£22,000 to £91,000) Any remaining amount will need to be earmarked in an appropriate reserve.

As resolved in item 6 - 2025 - 26 Reserve Recommendation

Earmarked Reserves 2025-26 (Recommended)	
Community Amenities	£17,000
Legal Liabilities	£25,000
Gutterscroft Rebuild	£75,000
Total Earmarked	£117,000
General Reserve	£52,315.64

As resolved in item 7 - 2025 - 26 Annual Payments List Recommendation

Transaction	Frequency	Payee	Amount	2024-25 Amounts
Salary Payment	Monthly	Clerk	Variable up to £1600	£1,449.10
PAYE/NI	Monthly	HMRC	Variable up to £350	£292.65
Registration Fees	Annual DD	ICO	Variable up to £50	£47.00
Membership	Annual	ChALC	Variable up to £1650	£1,592.00
Membership	Annual	Cheshire Community Action	Variable up to £150	£150.00
Membership	Annual DD	CPRE	Variable up to £45	£36.00
Audit Fees	Annual	JDH Business Services	Variable up to £650	£541.20
Audit Fees	Annual	PKF Littlejohn	Variable up to £520	£504.00
Insurance	Annual	Zurich Municipal	Variable up to £4000	£2,955.41
Payroll Services	Annual	John Greenall & Co	Variable up to £250	£240.00
Website Hosting & Support (inc Email)	Annual	Netwise	Variable up to £800	£694.80
Antivirus Software	Annual	NGL Technology	Variable up to £45	
Financial, Bookings & Assets Software	Annual	Scribe	Variable up to £1700	£1,091.52
Online Storage	Annual	Dropbox	Variable up to £120	£95.88
Gutterscroft Broadband	Monthly	BT	Variable up to £55	£47.88
Mobile Phone	Monthly	SMARTY	Variable up to £10	£8.00
Gutterscroft Gas	Monthly DD	Octopus	Variable up to £150	New
Gutterscroft Electricity	Monthly DD	Octopus	Variable up to £150	New
Gutterscroft Water	Monthly DD	Water Plus	Variable up to £100	£50.05
Un-metered Electricity - streetlights	Quarterley DD	Tomato Energy	Variable up to £600	New
Play Area Inspection	Quarterley	Kompan	Variable up to £200	£152.12
Gutterscroft Cleaning	Monthly	911 Cleaning	Variable up to £250	£192.00
Room Hire	Quarterley	Yoxall Village Hall	Variable up to £100	
Traffic Management (Remembrance)	Annual	Core Highways	Variable up to £1000	£606.00
Boiler Service	Annual	W-Heat	Variable up to £150	£114.00
Grass Cutting	Monthly	JD Services	Variable up to £400	
Odd Jobs	Monthly	JD Services	Variable up to £350	
Floriculture Maintenance	Monthly	JD Services	Variable up to £250	