

HATHERTON & WALGHERTON PARISH COUNCIL

Full Finance Report for Annual Meeting of the Parish Council

APPENDIX 1

Agenda Item 10 - To receive and approve the Confirmation of Fixed Asset Register as previously agreed on minute ref: 21/50.4 (Sept 2021 meeting)

Asset	Insurance value	Date of Acquisition	Upgrade or Disposal	Costs of acquisition and expenditure which increases the life of the asset	If proxy cost is used for first valuation, then detail any professional advice received	Useful Life Estimate	Location	Responsibility / Custodian	Present use and capacity	Any available indications of asset value	Condition	Any regular charges for usage or occupancy
Hatherton Noticeboard	£300.00	pre 2011	No Upgrade	£25/annum wood treatment	N/A	40 years	Junction of Crewe Rd and Park Lane	Parish Council	Parish Noticeboard	Insurance Value Correct	Needs wood treatment	N/A
Old Walgherton Noticeboard	£300.00	pre 2011	Disposed 2021	N/A	N/A	40 years	Junction of Crewe RS and London Rd	Parish Council	Parish Noticeboard	Disposed 2021	Disposed 2021	N/A
New Walgherton Noticeboard	£438.00	2021	No Upgrade	Acquisition cost £20 + £25/annum wood treatment	N/A	40 years	Junction of Crewe RS and London Rd	Parish Council	Parish Noticeboard	Insurance Value Correct	New	N/A
Boars Head Street Light	£300.00	pre 2011	No Upgrade	£512 for repair 2020	N/A	50 years	Junction of Crewe RS and London Rd	Parish Council	Lighting Junction of Crewe Rd and London Rd.	Insurance Value Correct	Good	N/A
Walgherton Village Sign	£400.00	pre 2011	No Upgrade	None	N/A	40 years	Parish Boundary on London Rd at Howbeck Brook	Parish Council	Welcoming Road users to Walgherton Parish, signifying its nearby boundary	Insurance Value Correct	Poor, need repaint	N/A
Oakes Corner Litter Bin	£291.00	2021	No Upgrade	None	N/A	20 years	Oakes Corner Layby	Parish Council	Keeping this layby tidy and clear of litter	Insurance Value Correct	Good	N/A
Clerk Laptop	£340.00	2014	No Upgrade	None	N/A	8 years	Clerks home address	Clerk	Use by Clerk for PC business	Insurance Value Correct	Slow	N/A
Bench & Planter Paid for in 2021/22 but items not received and refund in 2022/23												
Total of Assets	£2,069.00											

Reviewed by Date Min Ref Next Review unless new assets added
 C Knibbs & S Clarke Aug-21 21/50.4 May-22

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APPENDIX 2

Agenda Item 11 - To receive and approve the Risk Schedule

Item	Frequency	Last Reviewed & Minute reference	Comments/Actions
1. Parish Council Insurance			
Public and Employers Liability	Annual	17/05/2021 Minute - 21/07.08	Research a new Long Term Policy or stay with Zurich once we receive the renewal fee
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
Cover for Assets	Annual		
2. Financial Matters			
Banking Arrangements	Annual	17/05/2021 Minute ref: 21/07.12	Review again May 2021 meeting
Insurance Provider	Annual	Not Minuted in 2021	Still in a Long Term Agreement until May 2022
VAT return completed	As required	22/11/2021 Minute ref: 21/70.1	VAT return completed for previous 3 years
Budget agreed and monitored	Agreed annually and monitored at each bi-monthly meeting	22/11/2021 Minute ref: 21/70.2	Reviewed November 2021
Precept Agreed and Requested	Annual	22/11/2021 Minute ref: 21/70.3	Reviewed November 2021
Payment Approval Procedure	Annual	22/11/2021 Minute ref: 21/101	Reviewed March 2022
Bank reconciliation overseen by Councillors	Monitored at each bi-monthly meeting	22/11/2021 Minute ref: 21/98.1	
Clerk's salary reviewed and documented	Payment authorised at each bi-monthly meeting	22/11/2021 Minute ref: 21/98.2	
Internal Audit	Annual	17/05/2021 Minute ref: 21/07.01	
External Audit	Annual	Declared as Exempt	
Internal Check of Financial Records	Reviewed Each Meeting	14/03/2022 Minute ref: 21/98.1	By Clerk
3. Record Keeping			
Minutes properly numbered	On-going		Use the Year number then consecutive numbers beginning at the May meeting
Asset Register available/updated	Annual unless acquired new assets	27/09/2021 Minute ref: 21/50.4	
Financial Regulations available/updated	Annual	14/03/2022 Minute ref: 21/100	
Freedom of Information scheme available/updated	Annual	14/03/2022 Minute ref: 21/100	
Standing Orders available/updated	Annual	14/03/2022 Minute ref: 21/100	
Backups taken of computer records	Monthly	Not minuted	Copied onto memory stick. Backup on hard drive of Parish Laptop.

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Item	Frequency	Last Reviewed & Minute reference	Comments/Actions
General Data Protection Regulation/Privacy Policy	Annual	17/05/2021 Minute ref: 21/07.09	
4. Employees and contractors			
Contracts of Employment	As required		New Clerk July 2020
Pensions Regulator	Every 3 years		Due July 2022
5. Members' Responsibilities			
Code of Conduct adopted	On-going		Declaration made by all councillors to abide by Code of Conduct
Register of Interests completed, updated and published	On-going		Published on website
Register of Gifts/Hospitality	As necessary		No purchases of gifts or hospitality
Declarations of Interests minuted	Every Meeting	14/03/2022 Minute ref: 21/94	

APPENDIX 3

Agenda Item 12 – Internal Audit 2021/22

Please see separate (or click link to view on the website) - [‘Appendix3 HathertonWalgherton202122IAreport.pdf’](#)

APPENDIX 4, 5 & 6

Agenda Item 13 Annual Governance Statement	Appendix 4	AGAR Page 5
Agenda Item 14 Statement of Accounts	Appendix 5	AGAR Page 6
Agenda Item 15 Exemption Certificate	Appendix 6	AGAR Page 3

Please see separate (or click link to view on the website) - [‘Appendix456 AGAR 2021-22.pdf’](#)

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APPENDIX 7

Agenda Item 16.1 - Final spend against budget for 2021/22 financial year

Expenses incurred in Financial Year 2021/22	Budget	Actual	Variance against Budget	Reasons for Variance if Significant
	Bud (£)	Act (£)	Var (£)	
Audit Fees	170.00	176.40	-6.40	
CHALC Fees	155.00	152.64	2.36	
Clerk's Salary	2090.00	2,120.76	-30.76	Pay Award since 1.4.21
Contingency	300.00	196.72	103.28	
Donations	400.00	600.00	-200.00	Extra worthy cause where residents benefit from the charity service provided (ADCA)
Electricity	80.00	16.51	63.49	First bill since light replacement light is LED
Hire of Rooms / Zoom	240.00	218.17	21.83	Used zoom during covid
Information Commissioner	40.00	40.00	0.00	
Insurance	155.00	155.89	-0.89	
Mileage Expenses	200.00	207.00	-7.00	
Neighbourhood Planning	0.00	0.00	0.00	
Notice Board Maintenance	50.00	0.00	50.00	Not required this year as got a new noticeboard
Parish Enhancement	2000.00	1,136.43	863.57	Remaining underspend is ear-marked for 22/23
Stationery / Postage	100.00	25.09	74.91	Clerk supplies her own stationery supplies
Training	150.00	55.00	95.00	Training course was cancelled
Website Hosting	80.00	10.07	69.93	ClIr paid for set up fees and didn't want re-imbursing
Total	6,210.00	5,110.68	1,099.32	

Variance against Budget

17.7%

NB: Minus denote overspend

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Agenda Item 16.2 - Receipts & payments summary and balance sheet for year 01/04/2021 to 31/03/2022

Receipts & Payments Summary - Balance Sheet for the Year 01/04/2021 to 31/03/2022			
Summary	Totals (£)	Payments	Totals (£)
Opening Current Account		Audit Fees	176.40
Opening Deposit Account		CHALC Fees	152.64
TOTAL	5,189.58	Contingency	196.72
		Donations	600.00
		Electricity	16.51
Receipts		Hire of Rooms / Zoom	218.17
Precept	4,402.00	HMRC	-
CIL	337.50	Information Commissioner	40.00
Grant	-	Insurance	155.89
Bank Account Interest	0.68	Mileage Expenses	207.00
Unpresented Cheques	50.00	Neighbourhood Planning	-
Insurance claim	-	Notice Board Maintenance	-
Refund of VAT	293.72	Parish Enhancement	1,136.43
TOTAL	5,083.90	Staff Costs	2,120.76
		Stationery / Postage	25.09
		Training	55.00
		Website Hosting	10.07
		TOTAL	5,110.68
		Closing Current Account	273.66
		Closing Deposit Account	4,915.12
		Less Unpresented Cheques	25.98
		Cash in the Bank	5,162.80
	10,273.48		10,273.48

Agenda Item 16.3 - Renewal of Parish Council Insurance

Renewal Quote from Zurich

LTA Term*	Price proposed (including all applicable taxes)
1 Year	£166.52
3 Year	£164.32
5 Year	£162.12

Requested a Quote from BHIB – still awaiting costs

Agenda Item 16.4 - Renewal of ICO Fee – Data Protection for 2022/23

Annual cost of £40.00

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Agenda Item 16.5 - Confirmation of Banking Arrangements - to consider a move to a new bank account and agree signatories with online authorisation.

Current bank RBS is very restrictive with only managing financial transactions with a cheque book. Only stayed with RBS because the business account was free to use.

Council to consider a move to an online bank.

Agenda Item 16.6 - Set the date to announce the Public Rights Notification

Recommended Dates from PKF Littlejohn LLP are to commence from Monday 13th June to Friday 22nd July 2022
This covers 30 working days and to include the first 10 days of July 2022

Agenda Item 16.7 - Hatherton & Walgherton Parish Council – 2021/22 AGAR – part of intermediate review 5% sample for PKF Littlejohn LLP

For information only

Agenda Item 16.8 – To agree Internal Auditor for 2022/23 Year End

To consider appointing JDH Accountants for the Internal Audit next year

HATHERTON & WALGHERTON PARISH COUNCIL

APPENDIX 8

Agenda Item 17.1 Finance Report – Bank Reconciliation since last meeting of 14th March 2022

MAY 2022 PARISH COUNCIL MEETING					
Receipts and Payments 2022/2023 Bank Reconciliation				£	£
	Balance b/f as at 01/03/2022				£6,580.13
	INCOME				
01/03/2022	RBS	interest to 28th February 2022		£0.05	
01/04/2022	RBS	interest to 31st March 2022		£0.05	
06/04/2022	Precept	1st Installment		£2,245.00	
26/04/2022	NBB Recycled Furniture	Refund for Bench with Fixtures & Planter		837.60	
				Total income since 01/03/2022	£3,082.70
				Total Income	£9,662.83
	EXPENDITURE				
			<u>Chq No.</u>		
14/03/2022	Selina Clarke	Clerk salary & Expenses for Feb & Mar '22	000538	Presented	£427.08
14/03/2022	Chris Knibbs	Reimbursement for Litter Pickers from Amazon	000539	Presented	£25.98
14/03/2022	Nigel Dibben	Reimbursement for Speed Camera warning signs from Security Safety	000540	Presented	£126.72
18/03/2022	NBB Recycled Furniture	Bench with Fixtures & Planter	000541	Presented	£837.60
				Total expenditure	£1,417.38
				Total Income less Total Expenditure	£8,245.45
		Current Account at 29/04/2022			£280.28
		Deposit Account at 29/04/2022			£7,965.17
					£8,245.45
		<i>(Less Unpresented Cheques)</i>			£0.00
		Net Bank Balance as at 29/04/2022			£8,245.45

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Agenda Item 17.2 - Actual & Forecast against Budget

Expenses incurred in Financial Year 2022/23	Budget	Actual	Forecast Spend until 31st Mar 2023	Full Year Variance of Budget against Actual + Forecast Spend
	Bud (£)	Act (£)	Forecast (£)	Variance (£)
Audit Fees	180.00	0.00	216.00	-36.00
CHALC Fees	155.00	0.00	154.44	0.56
Clerk's Salary	2180.00	0.00	2,640.00	-460.00
Contingency	300.00	0.00	150.00	150.00
Donations	400.00	0.00	400.00	0.00
Electricity	20.00	0.00	40.00	-20.00
Hire of Rooms / Zoom	280.00	0.00	280.00	0.00
Information Commissioner	40.00	0.00	40.00	0.00
Insurance	160.00	0.00	162.00	-2.00
Mileage Expenses	200.00	0.00	200.00	0.00
Neighbourhood Planning	500.00	0.00	500.00	0.00
Notice Board Maintenance	25.00	0.00	20.00	5.00
Parish Enhancement	1000.00	-837.60	1,000.00	837.60
Stationery / Postage	50.00	0.00	50.00	0.00
Training	300.00	0.00	180.00	120.00
Website Hosting	80.00	0.00	45.00	35.00
Total	5,870.00	-837.60	6,077.44	630.16

NB: Minus denote overspend

Variance against Budget

10.7%

Agenda Item 17.3 - To authorise payments

Payment to	Details	Cheque	Amount
Selina Clarke	Clerk Salary & Expenses Apr/May 2022	000542	£388.14
ICO	Data Protection Renewal Fee	000543	£40.00
ChALC	Annual Affiliation Fee	000544	£154.44
JDH Accountants	Internal Audit fee	000545	£216.00
Zurich	Annual LTA Parish Insurance	000546	TBC
Sue Davies	Clerk Salary & Expenses May 2022 - TBC		

Selina Clarke, RFO
10th May 2022