

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: 24/36 (May 24 meeting)

HATHERTON & WALGHERTON PARISH COUNCIL

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	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	Due to be upgraded	£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		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	Good	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
Hatherton & Walgherton Welcome to Village Signs x 2	£150.00	Upgraded 2024	No Upgrade	None	N/A	20 years	Parish Boundaries	Parish Council	Welcoming Road users to Walgherton and Hatherton Parish, signifying its nearby boundary	Insurance Value Correct	Good	N/A
Hatherton & Walgherton Road Name Signs x 14	£300.00	Upgrades in 2024	No Upgrade	None	N/A	20 years	Various throughout the Parish	Parish Council	Clearer road signs	Insurance Value Correct	Good	N/A
Boars Head Litter Bin	£335.99	Oct-23	No Upgrade	None	N/A	20 years	Boars Head Layby	Parish Council	Keeping this layby tidy and clear of litter	Insurance Value Correct	Good	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 1		2014	Disposed 2022	None	N/A	8 years	Clerks home address	Clerk	Use by Clerk for PC business	Disposed 2022	Disposed 2022	N/A
Clerk Laptop 2	£374.00	2022	No Upgrade	None	N/A	8 years	Clerks home address	Clerk	Use by Clerk for PC business	Insurance Value Correct	Good	N/A
Bench & Planter	£762.00	2022	No Upgrade	None	N/A	20 years	Junction of Crewe Rd and London Rd	Parish Council	Parish Enhancement	Insurance Value Correct	Good	N/A
Historic Fingerpost Parish Sign Repair Only	£323.00	2022	No Upgrade	None	N/A	20 years	Junction of Crewe Rd and Audlem Rd	Parish Council	Parish Enhancement	Insurance Value Correct	Good	N/A
Defibrillator	£2,500.00	2022	No Upgrade	None	N/A	20 years	Park Lane Entrance to Tin Shed	Parish Council	Parish Enhancement	Insurance Value Correct	Good	N/A
Total of Assets	£6,073.99											

Reviewed by Date Min Ref Next Review unless new assets added

C Knibbs & A Miller Aug-21 21/50.4 May-22

C Knibbs & A Miller May-23 23/10 May-24

C Knibbs & A Miller May-24 24/35 May-25

C Knibbs & A Miller May-25 May-26

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APPENDIX 2

Agenda Item 11 - To receive and approve the Risk Schedule

HATHERTON & WALGHERTON PARISH COUNCIL

Item	Frequency	Last Reviewed & Minute reference	Comments/Actions
1. Parish Council Insurance			
Public and Employers Liability	Annual	28/05/2024 Minute Ref: 24/43	The Council unanimously agreed to another year with Zurich Insurance as offering best value for money.
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
Cover for Assets	Annual		
2. Financial Matters			
Banking Arrangements	Annual	24/07/2023 Minute ref: 23/38	Online Unity Bank working well for Clerk and signatories
Insurance Provider	Annual	28/05/2024 Minute Ref: 24/43	Remain with Zurich
VAT return completed	As required	22/07/2024 Minute Ref: 24/59	Now completed and submitted to HMRC.
Budget agreed and monitored	Agreed annually and monitored at each bi-monthly meeting	25/11/2024 Minute ref: 24/91.b 14/01/2025 Minute ref: 25/107.b	Reviewed and agreed November 2024 to include Election re-charging costs, however that information then changed so budget was amended in January to reflect this change.
Precept Agreed and Requested	Annual	25/11/2024 Minute ref: 24/91.b 14/01/2025 Minute ref: 25/107.b	Reviewed and agreed November 2024 to include Election re-charging costs, however that information then changed so budget was amended in January to reflect this change.
Payment Approval Procedure	At each bi-monthly meeting	11/03/2025 Minute ref: 25/121.b	Payments documented each bi-monthly meeting in Minutes and Finance Report
Bank reconciliation overseen by Councillors	At each bi-monthly meeting	11/03/2025 Minute ref: 25/121.b	Payments documented each bi-monthly meeting in Minutes and Finance Report
Clerk's salary reviewed and documented	At each bi-monthly meeting	11/03/2025 Minute ref: 25/121.b	Payments documented each bi-monthly meeting in Minutes and Finance Report
Internal Audit	Annual	28/05/2024 Minute ref: 24/37	
External Audit	Annual	Declared as Exempt	
Internal Check of Financial Records	At each bi-monthly meeting	11/03/2025 Minute ref: 25/121.b	Finances documented each bi-monthly meeting and published on website in Finance Report
3. Record Keeping			
Minutes properly numbered	On-going	11/03/2025	Use the Year number then consecutive numbers beginning
Asset Register available/ updated	Annual unless acquired new assets	28/05/2024 Minute ref: 24/35	Reviewed annually
Financial Regulations available/updated	Annual	11/03/2025 Minute ref: 25/129	
Freedom of Information scheme available/updated	Annual	11/03/2025 Minute ref: 25/129	
Standing Orders available/ updated	Annual	11/03/2025 Minute ref: 25/129	
Backups taken of computer records	Quarterly	28/05/2024 Minute ref: 24/33	Day to day activities saved on external drive and backups
General Data Protection Regulation/Privacy Policy	Annual	11/03/2025 Minute ref: 25/129	
4. Employees and contractors			
Contracts of Employment	As required		
Pensions Regulator	Every 3 years		Pension not required
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	11/03/2025 Minute ref: 25/117	

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APPENDIX 3

Agenda Item 12 – Internal Audit 2024/25

Please see separate document.

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 document.

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APPENDIX 7

Agenda Item 16.1 - Final spend against budget for 2024/25 financial year

Expenses incurred in Financial Year 2024/25	Budget	Actual	Full Year Variance of Budget against Actual + Forecast Spend
	Bud (£)	Act (£)	Variance (£)
Audit Fees	120.00	120.00	0.00
CHALC Fees	167.00	157.32	9.68
Clerk's Salary	2955.00	3,119.84	-164.84
Contingency	300.00	0.00	300.00
Donations	200.00	0.00	200.00
Electricity	100.00	110.74	-10.74
Hire of Rooms / Zoom	180.00	180.00	0.00
Information Commissioner	40.00	40.00	0.00
Insurance	190.00	206.79	-16.79
Mileage Expenses	75.00	0.00	75.00
Neighbourhood Planning	450.00	0.00	450.00
Notice Board Maintenance	25.00	0.00	25.00
Parish Enhancement	500.00	719.87	-219.87
Stationery / Postage	100.00	58.98	41.02
Training	300.00	30.00	270.00
Unity Fee	0.00	71.40	-71.40
Website Hosting	60.00	42.70	17.30
Total	5,762.00	4,857.64	904.36

NB: Minus denote overspend

15.7%

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Agenda Item 16.2 - Receipts & payments summary and balance sheet for year 01/04/2024 to 31/03/2025

Reciepts & Payments Summary - Balance Sheet for the Year 01/04/2024 to 31/03/2025			
Summary	Totals (£)	Payments	Totals (£)
Opening Current Account	6,969.93	Audit Fees	120.00
		CHALC Fees	157.32
TOTAL	6,969.93	Contingency	-
		Donations	-
		Electricity	110.74
Receipts		Hire of Rooms / Zoom	180.00
Precept	5,846.00	HMRC	699.60
CIL	-	Information Commissioner	40.00
Grant	-	Insurance	206.79
Bank Account Interest	-	Mileage Expenses	-
HMRC Overpayment	95.00	Neighbourhood Planning	-
Insurance claim	-	Notice Board Maintenance	-
Clerk Salary Overpayment	379.88	Parish Enhancement	719.87
TOTAL	6,320.88	Staff Costs	2,800.12
		Stationery / Postage	58.98
		Training	30.00
		Website Hosting	42.70
		Unity Bank Fees	71.40
		CIL Spending (not from overall budget)	1,179.37
		TOTAL	6,416.89
		Closing Current Account	5,075.34
		Less payments that have come out in April for last FY	455.37
		HMRC Overpayment	95.00
		Clerk Salary Overpayment	379.88
		Cash in the Bank	6,703.43
	13,290.81		13,290.81

Agenda Item 16.3 - Renewal of Parish Council Insurance

Renewal Quote from Zurich

LTA Term	Price proposed (including all applicable taxes)
FY 25-26	£TBC

Agenda Item 16.4 - Renewal of ICO Fee – Data Protection for 2024/25

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Annual cost of £52.00

Agenda Item 16.5 - Set the date to announce the Public Rights Notification

Recommended Dates from PKF Littlejohn LLP are to commence from Monday 2nd June 2025 to Friday 11th July 2025
This covers 30 working days and to include the first 10 days of July 2024.

Agenda Item 16.5 – To agree Internal Auditor for 2025/26 Year End

To consider re-appointing Amanda Riley Auditor for next Financial Year.

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Agenda Item 16 - Actual & Forecast against Budget

Expenses incurred in Financial Year 2024/25	Budget	Actual	Full Year Variance of Budget against Actual + Forecast Spend
	Bud (£)	Act (£)	Variance (£)
Audit Fees	120.00	0.00	120.00
CHALC Fees	167.00	0.00	167.00
Clerk's Salary	2955.00	511.56	2,443.44
Contingency	300.00	0.00	300.00
Donations	200.00	0.00	200.00
Electricity	100.00	110.74	-10.74
Hire of Rooms / Zoom	180.00	0.00	180.00
Information Commissioner	40.00	40.00	0.00
Insurance	190.00	0.00	190.00
Mileage Expenses	75.00	0.00	75.00
Neighbourhood Planning	450.00	0.00	450.00
Notice Board Maintenance	25.00	0.00	25.00
Parish Enhancement	500.00	0.00	500.00
Stationery / Postage	100.00	0.00	100.00
Training	300.00	0.00	300.00
Unity Fee	0.00	0.00	0.00
Website Hosting	60.00	0.00	60.00
Total	5,762.00	662.30	5,099.70

NB: Minus denote overspend

88.5%

Agenda Item 16 - To authorise payments

Payment to	Details	Amount
ICO	Independent Commissioners Office Payment	£52.00
ChALC	Subscription Fee	£161.46
Abbi Miller	Clerk Salary	£427.44
HMRC	Clerk Contribution	£11.80
Amanda Riley	Internal Audit	100.00
Chris Knibbs	Car Parking	£2.10
Chris Knibbs	Tree Planting Equipment	£21.43
Scottish Power	Electricity	£111.63

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Abbi Miller, RFO

18th April 2025