

# **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: 22/10 (May 22 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	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 1	£340.00	2014	Upgrade	None	N/A	8 years	Clerks home address	Clerk	Use by Clerk for PC business	Insurance Value Correct	Slow	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 RS and London Rd	Parish Council	Parish Enhancement	Insurance Value Correct	Good	N/A
Parish Signs	£323.00	2022	No Upgrade	None	N/A	20 years	Junction of Crewe RS and London Rd	Parish Council	Parish Enhancement	Insurance Value Correct	Good	N/A
<b>Total of Assets</b>	<b>£3,205.00</b>											

## APPENDIX 2

# HATHERTON & WALGHERTON PARISH COUNCIL

## Agenda Item 10 - To receive and approve the Risk Schedule

Item	Frequency	Last Reviewed & Minute reference	Comments/Actions
<b>1. Parish Council Insurance</b>			
Public and Employers Liability	Annual	24/05/2022 Not minuted	Remain with Zurich
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
Cover for Assets	Annual		
<b>2. Financial Matters</b>			
Banking Arrangements	Annual	27/03/2023 Minute ref: 23/87	In process of setting up Unity Bank Accounts
Insurance Provider	Annual	Not Minuted in 2022	Remain with Zurich
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	21/11/2022 Minute ref: 22/57.b	Reviewed and agreed November 2022
Precept Agreed and Requested	Annual	21/11/2022 Minute ref: 22/57.b	Reviewed and agreed November 2022
Payment Approval Procedure	Annual	27/03/2023 Minute ref: 23/87.b	Reviewed March 2023
Bank reconciliation overseen by Councillors	Monitored at each bi-monthly meeting	27/03/2023 Minute ref: 23/87	
Clerk's salary reviewed and documented	Payment authorised at each bi-monthly meeting	27/03/2023 Minute ref: 23/87	
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	27/03/2023 Minute ref: 23/87	By Clerk
<b>3. Record Keeping</b>			
Minutes properly numbered	On-going	27/03/2023	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	27/03/2023 Minute ref: 23/95	
Freedom of Information scheme available/updated	Annual	27/03/2023 Minute ref: 23/95	
Standing Orders available/updated	Annual	27/03/2023 Minute ref: 23/95	
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	27/03/2023 Minute ref: 23/95	To be approved on 22/03/2023
<b>4. Employees and contractors</b>			
Contracts of Employment	As required		New Clerk Sept 2022
Pensions Regulator	Every 3 years		Was due July 2022, not undertaken
<b>5. Members' Responsibilities</b>			
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	27/03/2023 Minute ref: 23/83	

## APPENDIX 3

### Agenda Item 11 – Internal Audit 2022/23

Please see separate document.

## APPENDIX 4, 5 & 6

Agenda Item 12 Annual Governance Statement	Appendix 4	AGAR Page 5
Agenda Item 13 Statement of Accounts	Appendix 5	AGAR Page 6
Agenda Item 14 Exemption Certificate	Appendix 6	AGAR Page 3

Please see separate document.

# HATHERTON & WALGHERTON PARISH COUNCIL

## APPENDIX 7

Agenda Item 15.1 - Final spend against budget for 2022/23 financial year

Expenses incurred in Financial Year 2022/23	Budget	Actual	Full Year Variance of Budget against Actual + Forecast Spend
	Bud (£)	Act (£)	Variance (£)
Audit Fees	180.00	216.00	-36.00
CHALC Fees	155.00	154.44	0.56
Clerk's Salary	2180.00	2,624.34	-444.34
Contingency	300.00	374.44	-74.44
Donations	400.00	400.00	0.00
Electricity	20.00	68.18	-48.18
Hire of Rooms / Zoom	280.00	200.00	80.00
Information Commissioner	40.00	40.00	0.00
Insurance	160.00	162.75	-2.75
Mileage Expenses	200.00	43.92	156.08
Neighbourhood Planning	500.00	245.88	254.12
Notice Board Maintenance	25.00	0.00	25.00
Parish Enhancement	1000.00	1,344.96	-344.96
Stationery / Postage	50.00	27.76	22.24
Training	300.00	93.93	206.07
Website Hosting	80.00	71.72	8.28
<b>Total</b>	<b>5,870.00</b>	<b>6,068.32</b>	<b>-198.32</b>

NB: Minus denote overspend

-3.4%

# HATHERTON & WALGHERTON PARISH COUNCIL

## Agenda Item 15.2 - Receipts & payments summary and balance sheet for year 01/04/2022 to 31/03/2023

Reciepts & Payments Summary - Balance Sheet for the Year 01/04/2022 to 31/03/2023			
Summary	Totals (£)	Payments	Totals (£)
Opening Current Account	273.66	Audit Fees	216.00
Opening Deposit Account	4,915.12	CHALC Fees	154.44
<b>TOTAL</b>	<b>5,188.78</b>	Contingency	374.44
		Donations	400.00
		Electricity	68.18
<b>Receipts</b>		Hire of Rooms / Zoom	200.00
Precept	4,490.00	HMRC	443.71
CIL	450.00	Information Commissioner	40.00
Grant	-	Insurance	162.75
Bank Account Interest	21.43	Mileage Expenses	43.92
Unpresented Cheques	- 25.98	Neighbourhood Planning	245.88
Insurance claim	-	Notice Board Maintenance	-
Refund from previous year	837.60	Parish Enhancement	1,344.96
<b>TOTAL</b>	<b>5,773.05</b>	Staff Costs	2,130.38
		Stationery / Postage	27.76
		Training	93.93
		Website Hosting	71.72
		<b>TOTAL</b>	<b>6,018.07</b>
		Closing Current Account	268.18
		Closing Deposit Account	5,236.55
		Less Unpresented Cheques	560.97
		Cash in the Bank	4,943.76
	<b>10,961.83</b>		<b>10,961.83</b>

### Agenda Item 15.3 - Renewal of Parish Council Insurance

Renewal Quote from Zurich

LTA Term	Price proposed (including all applicable taxes)
FY 23-24	£170.78

### Agenda Item 15.4 - Renewal of ICO Fee – Data Protection for 2023/24

Annual cost of £40.00

### Agenda Item 15.5 - Set the date to announce the Public Rights Notification

Recommended Dates from PKF Littlejohn LLP are to commence from Monday 5<sup>th</sup> June to Friday 14<sup>th</sup> July 2023  
This covers 30 working days and to include the first 10 days of July 2023.

# HATHERTON & WALGHERTON PARISH COUNCIL

## **Agenda Item 15.5 – To agree Internal Auditor for 2023/24 Year End**

To consider whether to re-appoint JDH Accountants for the Internal Audit next year



# HATHERTON & WALGHERTON PARISH COUNCIL

## Agenda Item 16 - Actual & Forecast against Budget

Expenses incurred in Financial Year 2023/24	Budget	Actual	Full Year Variance of Budget against Actual + Forecast Spend
	Bud (£)	Act (£)	Variance (£)
Audit Fees	202.50	294.00	-91.50
CHALC Fees	158.73	158.73	0.00
Clerk's Salary	2747.00	422.72	2,324.28
Contingency	300.00	0.00	300.00
Donations	400.00	0.00	400.00
Electricity	100.00	93.67	6.33
Hire of Rooms / Zoom	200.00	0.00	200.00
Information Commissioner	280.00	40.00	240.00
Insurance	40.00	0.00	40.00
Mileage Expenses	170.00	12.78	157.22
Neighbourhood Planning	450.00	0.00	450.00
Notice Board Maintenance	25.00	0.00	25.00
Parish Enhancement	1000.00	0.00	1,000.00
Stationery / Postage	50.00	33.98	16.02
Training	300.00	0.00	300.00
Website Hosting	55.00	0.00	55.00
<b>Total</b>	<b>6,478.23</b>	<b>1,055.88</b>	<b>5,422.35</b>

NB: Minus denote overspend

83.7%

## Agenda Item 16 - To authorise payments

Payment to	Details	Cheque	Amount
Scottish Power	Electricity	577	£93.67
ICO	Independent Commissioners Office Payment	578	£40.00
ChALC	Subscription Fee	579	£158.73
JDH Business	Audit Fee	580	£294.00
Abbi Miller	Clerk Salary, Mileage & Stationary	581	£384.94
HMRC	Clerk Contribution	582	£84.54
Zurich Insurance	Insurance	583	£170.78

Abbi Miller, RFO  
16<sup>th</sup> May 2023