

# **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: 25/10 (May 25 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	Useful Life Estimate	Location	Responsibility / Custodian	Present use and capacity	Any available indications of asset value	Condition	Any regular charges for usage or occupancy
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<b>Hatherton &amp; Walgherton Noticeboards</b>	£2,196.00	Sep-25	No Upgrade	£25/rust proofing	N/A	10 years	Hatherton: Junction of Crewe Rd and Park Lane Walgherton: Junction of Crewe Rd and London Rd	Parish Council	Parish Noticeboard	Insurance Value Correct	New	N/A
<b>Hatherton &amp; Walgherton Welcome to Village Signs x 2</b>	£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
<b>Hatherton &amp; Walgherton Road Name Signs x 14</b>	£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

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<b>Footpath Pointer Signs</b>	£193.00	Sep-25	No Upgrade	None	N/A	20 years	Public Footpaths throughout the Parish	Parish Council	Signposting footpath routes	Insurance Value Correct	Good	N/A
<b>Remembrance Soldier Silhouettes</b>	£1,075.00	Mar-26	No Upgrade	None	N/A	20 years	Various throughout the Parish	Parish Council	Remembrance memorabilia	Insurance Value Correct	Good	N/A
<b>Boars Head Litter Bin</b>	£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
<b>Oakes Corner Litter Bin</b>	£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
<b>Clerk Laptop</b>	£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
<b>Bench &amp; Planter</b>	£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
<b>Historic Fingerpost Parish Sign Repair Only</b>	£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

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<b>Defibrillator</b>	£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	Pad replacements. Approx £150.00 every 3 years
<b>Boars Head Street Light</b>	-	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	Decommissioned 2026	N/A
<b>Old Walgherton Noticeboard 1</b>	-	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
<b>Old Walgherton Noticeboard 2</b>	-	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	Disposed 2025	N/A
<b>Old Hatherton Noticeboard 1</b>	-	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	Disposed 2025	N/A
<b>Total of Assets</b>	<b>£8,499.99</b>											

<b>Reviewed by</b>	<b>Date</b>	<b>Min Ref</b>	<b>Next Review unless new assets added</b>
C Knibbs & A Miller	Aug-21	21/50.4	May-22

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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	25/10	May-26

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## APPENDIX 2

### Agenda Item 11 - 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	13/05/2025 Minute Ref: 25/18	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		
<b>2. Financial Matters</b>			
Banking Arrangements	Annual	24/07/2023 Minute ref: 23/38	Online Unity Bank working well for Clerk and signatories (Cllrs Knibbs, Laxton & Dibben)
Insurance Provider	Annual	13/05/2025 Minute Ref: 25/18	Remain with Zurich
VAT return completed	As required	10/03/2026 Minute Ref: 26/20	Now completed and submitted to HMRC.
Budget agreed and monitored	Agreed annually and monitored at each bi-monthly meeting	11/11/2025 Minute ref: 25/62	Reviewed and agreed November 2025 to include Neighbourhood Plan costs. Other areas reduced to minimise significant increases in Precept for tax payers.
Precept Agreed and Requested	Annual	11/11/2025 Minute ref: 25/62	As above
Payment Approval Procedure	At each bi-monthly meeting	10/03/2026 Minute Ref: 26/20	Payments documented each bi-monthly meeting in Minutes and Finance Report
Bank reconciliation overseen by Councillors	At each bi-monthly meeting	10/03/2026 Minute Ref: 26/20	Payments documented each bi-monthly meeting in Minutes and Finance Report
Clerk's salary reviewed and documented	At each bi-monthly meeting	10/03/2026 Minute Ref: 26/20	Payments documented each bi-monthly meeting in Minutes and Finance Report. Payslip provided each meeting for review
Internal Audit	Annual	13/05/2025 Minute ref: 25/21	
External Audit	Annual	Declared as Exempt	
Internal Check of Financial Records	At each bi-monthly meeting	10/03/2026 Minute ref: 26/20	Finances documented each bi-monthly meeting and published on website in Finance Report
<b>3. Record Keeping</b>			
Minutes properly numbered	On-going	10/03/2026	Use the Year number then consecutive numbers beginning at the May meeting

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Asset Register available/ updated	Annual unless acquired new assets	28/05/2025 Minute ref: 25/10	Reviewed annually
Financial Regulations available/updated	Annual	10/03/2026 Minute ref: 26/26	
Freedom of Information scheme available/updated	Annual	10/03/2026 Minute ref: 26/26	As part of the annual review of policies
Standing Orders available/ updated	Annual	10/03/2026 Minute ref: 26/26	As part of the annual review of policies
Backups taken of computer records	Quarterly	28/05/2024 Minute ref: 24/33	Day to day activities saved on external drive and back-ups made to cloud quarterly.
General Data Protection Regulation/Privacy Policy	Annual	10/03/2026 Minute ref: 26/26	As part of the annual review of policies
<b>4. Employees and contractors</b>			
Contracts of Employment	As required		
Pensions Regulator	Every 3 years		Pension not required
<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	10/03/2026 Minute ref: 26/16	

## APPENDIX 3

### Agenda Item 12 – Internal Audit 2025/26

Please see separate document.

## APPENDIX 4, 5 & 6

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

Please see separate document.

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## APPENDIX 7

### Agenda Item 16.1 - Final spend against budget for 2025/26 financial year

Expenses incurred in Financial Year 2025/26	Budget	Actual	Full Year Variance of Budget against Actual + Forecast Spend	Notes
	Bud (£)	Act (£)	Variance (£)	
Audit Fees	240.00	100.00	140.00	
CHALC Fees	167.00	161.46	5.54	
Clerk's Salary	3087.00	3,083.84	3.16	
Contingency	300.00	338.40	-38.40	Defib Pad replacement and decommissioning of streetlight - unexpected costs
Donations	200.00	0.00	200.00	
Electricity	120.00	302.15	-182.15	Unexpected increases due to unmetered rates changed. Streetlight now decommissioned
Hire of Rooms / Zoom	210.00	210.00	0.00	
Information Commissioner	40.00	52.00	-12.00	Unexpected increase not budgeted for
Insurance	225.00	192.01	32.99	
Mileage Expenses	75.00	20.60	54.40	
Neighbourhood Planning	450.00	123.84	326.16	
Notice Board Maintenance	25.00	24.03	0.97	
Parish Enhancement	500.00	1,370.76	-870.76	Offset by low spend in other areas of budget
Stationery / Postage	100.00	46.99	53.01	
Training	300.00	50.00	250.00	
Unity Fee	72.00	73.00	-1.00	
Website Hosting	70.00	148.34	-78.34	Increased unexpected due to needing a .gov domain
<b>Total</b>	<b>6,181.00</b>	<b>6,297.42</b>	<b>-116.42</b>	

NB: Minus denote overspend

-1.9%

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## Agenda Item 16.2 - Receipts & payments summary and balance sheet for year 01/04/2025 to 31/03/2026

Reciepts & Payments Summary - Balance Sheet for the Year 01/04/2025 to 31/03/2026			
Summary	Totals (£)	Payments	Totals (£)
Opening Current Account	5,075.34	Audit Fees	100.00
		CHALC Fees	161.46
<b>TOTAL</b>	<b>5,075.34</b>	Contingency	338.40
		Donations	-
		Electricity	302.15
<b>Receipts</b>		Hire of Rooms / Zoom	210.00
Precept	6,181.00	HMRC	540.60
CIL	-	Information Commissioner	52.00
Grant	-	Insurance	192.01
Bank Account Interest	-	Mileage Expenses	20.60
VAT Refund	1,563.33	Neighbourhood Planning	123.84
Insurance claim	-	Notice Board Maintenance	24.03
Salary Duplication Adjustme	- 75.49		
		Parish Enhancement	1,370.76
<b>TOTAL</b>	<b>7,668.84</b>	Staff Costs	2,543.24
		Stationery / Postage	46.99
		Training	50.00
		Website Hosting	148.34
		Unity Bank Fees	73.00
		CIL Spending (not from overall budget)	733.81
		<b>TOTAL</b>	<b>7,031.23</b>
		Closing Current Account	5,712.95
		Cash in the Bank	5,712.95
	<b>12,744.18</b>		<b>12,744.18</b>

### Agenda Item 16.3 - Renewal of Parish Council Insurance

Renewal Quote from Zurich

LTA Term	Price proposed (including all applicable taxes)
FY 26-27	£211.98

### Agenda Item 16.4 - Renewal of ICO Fee – Data Protection for 2025/26

Annual cost of £52.00

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

Recommended Dates from PKF Littlejohn LLP are to commence from Wednesday 3 June – Tuesday 14 July 2026. This covers 30 working days and to include the first 10 days of July 2026.

## **Agenda Item 16.5 – To agree Internal Auditor for 2026/27 Year End**

To consider re-appointing Border Bookkeeping as Auditor for next Financial Year.



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## Agenda Item 16 - Actual & Forecast against Budget

Expenses incurred in Financial Year 2026/27	Budget	Actual	Full Year Variance of Budget against Actual + Forecast Spend
	Bud (£)	Act (£)	Variance (£)
Audit Fees	240.00	0.00	240.00
CHALC Fees	165.00	0.00	165.00
Clerk's Salary	3185.00	0.00	3,185.00
Contingency	300.00	0.00	300.00
Donations	0.00	0.00	0.00
Electricity	120.00	0.00	120.00
Hire of Rooms / Zoom	210.00	0.00	210.00
Information Commissioner	52.00	0.00	52.00
Insurance	200.00	0.00	200.00
Mileage Expenses	75.00	0.00	75.00
Neighbourhood Planning	1053.00	0.00	1,053.00
Notice Board Maintenance	0.00	0.00	0.00
Parish Enhancement	600.00	0.00	600.00
Stationery / Postage	100.00	0.00	100.00
Training	300.00	0.00	300.00
Unity Fee	72.00	0.00	72.00
Website Hosting	120.00	0.00	120.00
<b>Total</b>	<b>6,792.00</b>	<b>0.00</b>	<b>6,792.00</b>

NB: Minus denote overspend

**100.0%**

## Agenda Item 16 - To authorise payments

Payment to	Details	Amount
ICO	Independent Commissioners Office Payment	£52.00
ChALC	Subscription Fee	£165.60
Abbi Miller	Clerk Salary	£440.96
HMRC	Clerk Contribution	£110.20
Border Bookkeeping	Internal Audit	£60.00
Zurich	Annual Insurance	£211.98

Abbi Miller, RFO  
5<sup>th</sup> May 2026