

# **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: 23/10 (May 23 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	<del>£300.00</del>	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
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 - due to be replaced	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	<del>£340.00</del>	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
Defribulator	£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
<b>Total of Assets</b>	<b>£6,023.99</b>											

# HATHERTON & WALGHERTON PARISH COUNCIL

## 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	22/05/2023 Minute Ref: 23/18	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	Confirmation that Unity Bank Account now set up with relevant paperwork being received
Insurance Provider	Annual	22/05/2023 Minute Ref: 23/18	Remain with Zurich
VAT return completed	As required	Not discussed or minuted this FY	
Budget agreed and monitored	Agreed annually and monitored at each bi-monthly meeting	27/11/2023 Minute ref: 23/65.b	Reviewed and agreed November 2023
Precept Agreed and Requested	Annual	27/11/2023 Minute ref: 23/65.b	Reviewed and agreed November 2023
Payment Approval Procedure	Annual	25/03/2024 Minute ref: 23/87.b	Reviewed March 2023
Bank reconciliation overseen by Councillors	Monitored at each bi-monthly meeting	25/03/2024 Minute ref: 24/18	
Clerk's salary reviewed and documented	Payment authorised at each bi-monthly meeting	27/03/2023 Minute ref: 24/18	
Internal Audit	Annual	22/05/2023 Minute ref: 23/12	
External Audit	Annual	Declared as Exempt	
Internal Check of Financial Records	Reviewed Each Meeting	25/03/2024 Minute ref: 24/18	Reported by Clerk and presented to all Councillors in attendance
<b>3. Record Keeping</b>			
Minutes properly numbered	On-going	25/03/2024	Use the Year number then consecutive numbers beginning
Asset Register available/ updated	Annual unless acquired new assets	22/05/2023 Minute ref: 23/10	Reviewed annually
Financial Regulations available/updated	Annual	25/03/2024 Minute ref: 24/23	
Freedom of Information scheme available/updated	Annual	25/03/2024 Minute ref: 24/23	
Standing Orders available/ updated	Annual	25/03/2024 Minute ref: 24/23	
Backups taken of computer records	Monthly	Not minuted	Copied onto memory stick.
General Data Protection Regulation/Privacy Policy	Annual	25/03/2024 Minute ref: 24/23	
<b>4. Employees and contractors</b>			
Contracts of Employment	As required		
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	25/03/2024 Minute ref: 24/14	

# HATHERTON & WALGHERTON PARISH COUNCIL

## APPENDIX 3

Agenda Item 12 – Internal Audit 2023/24

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.

# HATHERTON & WALGHERTON PARISH COUNCIL

## APPENDIX 7

Agenda Item 15.1 - Final spend against budget for 2023/24 financial year

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	3,240.75	-493.75
Contingency	300.00	0.00	300.00
Donations	400.00	400.00	0.00
Electricity	100.00	93.67	6.33
Hire of Rooms / Zoom	280.00	180.00	100.00
Information Commissioner	40.00	40.00	0.00
Insurance	170.00	170.78	-0.78
Mileage Expenses	200.00	12.78	187.22
Neighbourhood Planning	450.00	0.00	450.00
Notice Board Maintenance	25.00	0.00	25.00
Parish Enhancement	1000.00	1,309.24	-309.24
Stationery / Postage	50.00	119.97	-69.97
Training	300.00	60.00	240.00
Unity Fee	0.00	45.66	-45.66
Website Hosting	55.00	52.27	2.73
<b>Total</b>	<b>6,478.23</b>	<b>6,177.85</b>	<b>300.38</b>

NB: Minus denote overspend

4.6%

# HATHERTON & WALGHERTON PARISH COUNCIL

## Agenda Item 15.2 - Receipts & payments summary and balance sheet for year 01/04/2023 to 31/03/2024

Receipts & Payments Summary - Balance Sheet for the Year 01/04/2023 to 31/03/2024			
Summary	Totals (£)	Payments	Totals (£)
Opening Current Account	268.18	Audit Fees	294.00
Opening Deposit Account	5,236.55	CHALC Fees	158.73
<b>TOTAL</b>	<b>5,504.73</b>	Contingency	-
		Donations	400.00
		Electricity	93.67
<b>Receipts</b>		Hire of Rooms / Zoom	180.00
Precept	5,140.00	HMRC	661.51
CIL	1,193.18	Information Commissioner	40.00
Grant	-	Insurance	170.78
Bank Account Interest	55.91	Mileage Expenses	12.78
Unpresented Cheques	35.86	Neighbourhood Planning	-
Insurance claim	-	Notice Board Maintenance	-
Refund from previous year		Parish Enhancement	1,309.24
<b>TOTAL</b>	<b>6,424.95</b>	Staff Costs	2,579.24
		Stationery / Postage	119.97
		Training	60.00
		Website Hosting	52.27
		Unity Bank Fees	45.66
		<b>TOTAL</b>	<b>6,177.85</b>
		Closing Current Account	6,969.93
		Less payments that have co	1,779.07
		Plus unpresented cheques	560.97
		Cash in the Bank	5,190.86
	<b>11,929.68</b>		<b>11,929.68</b>

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

Renewal Quote from Zurich

LTA Term	Price proposed (including all applicable taxes)
FY 24-25	£206.79

### Agenda Item 15.4 - Renewal of ICO Fee – Data Protection for 2024/25

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 3<sup>rd</sup> June 2024 to Friday 12<sup>th</sup> July 2024  
This covers 30 working days and to include the first 10 days of July 2024.

### Agenda Item 15.5 – To agree Internal Auditor for 2024/25 Year End

# **HATHERTON & WALGHERTON PARISH COUNCIL**

To consider re-appointing Account-ant Auditors for next Financial Year.

# HATHERTON & WALGHERTON PARISH COUNCIL

## APPENDIX 8

Agenda Item 16 Finance Report – Bank Reconciliation since last meeting of 25<sup>th</sup> March 2024

MAY 2024 PARISH COUNCIL MEETING				
Receipts and Payments 2024/2025 Bank Reconciliation			£	£
	<b>Balance b/f as at 12/03/2024</b>			<b>£6,987.93</b>
	<b>Receipts</b>			
24/04/2024	Cheshire East	Precept 1 Installment	£2,923.00	
		<b>Total income since 12/03/2024</b>		<b>£2,923.00</b>
		<b>Total Income</b>		<b>£9,910.93</b>
	<b>Payments</b>		<u>Chq No.</u>	
31/03/2024	Unity	Service Charge		£18.00
05/04/2024	A Williams	Shrubs		£47.49
05/04/2024	HMRC	Clerk Contributions		£102.20
05/04/2024	A Miller	Clerk Salary		£409.36
08/04/2024	A Miller	Paint for signs		£81.99
17/04/2024	ChALC	G Laxton training		£25.00
19/04/2024	Zero Signs	New Village signs		£713.03
19/04/2024	NW Air Ambulance	Charitable Donation		£100.00
22/04/2024	ADCA	Charitable Donation		£300.00
			<b>Total expenditure</b>	<b>£1,797.07</b>
		<b>Total Income less Total Expenditure</b>		<b>£8,113.86</b>
		Current Account at 12/05/2024		£8,113.86
				<b>£8,113.86</b>
		<i>(Less Unpresented Cheques)</i>		<i>£0.00</i>
		<b>Net Bank Balance as at 12/05/2024</b>		<b>£8,113.86</b>

Hatherton And Walgherton Parish Council

8,113.86 GBP

20482381 - **Current T1**

8,113.86 GBP

Available: 8,113.86 GBP



# HATHERTON & WALGHERTON PARISH COUNCIL

## 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
<b>Total</b>	<b>5,762.00</b>	<b>662.30</b>	<b>5,099.70</b>

NB: Minus denote overspend

88.5%

## Agenda Item 16 - To authorise payments

Payment to	Details	Amount
Scottish Power	Electricity	£110.74
ICO	Independent Commissioners Office Payment	£40.00
ChALC	Subscription Fee	£157.32
Account-ant	Audit Fee	£120.00
Abbi Miller	Clerk Salary, Mileage & Stationary	£409.36
HMRC	Clerk Contribution	£102.20
Zurich Insurance	Insurance	£206.79

Abbi Miller, RFO  
12<sup>th</sup> May 2024