WHITTLESFORD PARISH COUNCIL

**MINUTES**

OF FINANCE MEETING HELD ON WEDNESDAY 18th MAY 2022

TO DISCUSS & PRE-APPROVE END OF YEAR ACCOUNTS 2021/22

**PRESENT**

Chairman Arthur Greaves, Pam Freeman, Ken Winterbottom, Jan Holmes, Michael Kilpatrick, Felicity de Vries, Philip James, Richard Williams, Marc van Niekerk, David Cunado, Andy McPhee, Parish Clerk Marie Swann and No members of the public.

**ITEM 1. APOLOGIES FOR ABSENCE**

Apologies were received from Tim Teversham

**ITEM 2.** **SIGNING OF THE MINUTES**

The finance meeting held on 18th May 2022 was via zoom and therefore the minutes of the previous finance meeting held were not signed but will be carried over to the next parish council meeting of 14th June.

**ITEM 3**. **END OF YEAR FINANCIAL STATEMENT 2021/22**

All Councillors were provided with a copy of the following statement, which was pre approved at this meeting.

One query was raised regarding the Vat for the Memorial hall, which shows on the income received as **£1,666.67** but wasn’t clear as to where and how it was paid out in the expenditure.

Clerk confirms that the payment for **£1,666.67** is included in the Admin section of payments.

WHITTLESFORD PARISH COUNCIL 2021/22

END OF YEAR FINANCIAL STATEMENT FOR PERIOD ENDING 31ST MARCH 2022

(RECEIPTS) **2020/21** 2020/21 **2021/22** 2021/22

(Predicted) (Actual) (Predicted) (Actual)

PARISH PRECEPT 70,000.00 70000.00 70,000.00 70,000.00

AGENCY SERVICES 1,823.02 1,823.02 1,823.02 1823.02

INTEREST ON INVESTMENT ACCOUNTS 500.00 536.47 500.00 13.91

TENANCY (FARM & ALLOTMENTS) 1,500.00 1,930.00 2,000.00 2,255.50

CEMETERY FEES 1,000.00 2,575.00 1,000.00 1,614.99

SECTION 106 FUNDS -------- -------- ------- 7,165.05

NEIGHBOURHOOD PLAN GRANT -------- -------- ------- 741.00

INSURANCE POLICY CLAIMS -------- -------- ------ ---------

SUB STATION RENT & **FEES** 425.00 426.99 425.00 426.99

VAT RECOVERED (PARISH COUNCIL)2,828.83 2,828.23 2,000.002,015.79

VAT RECOVERED (MEMORIAL HALL) ------- -------- 2,000.00 1,666.67

OTHER GRANTS & DONATIONS ------- 3,833.08 **-------** 400.00

TOTAL ACCOUNTS RECEIVED **£77,576.85 £83,953.39 £79,748.02 £88,122.92**

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(PAYMENTS) **2020/21** 2020/21 **2021/22** 2021/22

**(Predicted) (Actual) (Predicted)** (Actual)

ADMIN & SERVICES 5,000.00 5,540.62 5 ,000.00 3,620.39

WAGES, PAYE, NI & PENSION 15,000.00 14,291.91 15,000.00 17,140.06

SECTION 137 500.00 900.00 500.00 2,568.28

LHI RELATED 10,000.00 7,000.00 10,000.00 ----------

AGENCY SERVICES (VERGE CUT MAINTENANCE 2,208.00 1,104.00 2,000.00 2,196.00

ADVERTISING, PUBLICITY & WEBSITE 1,000.00 288.69 1,000.00 681.17

ANNUAL GRANT & LAWN TRUST MAINTENANC 10,000.00 10,000.00 10,000.00 10,000.00

MAYNARDS OPEN SPACE MAINTENANCE 1,680.00 2,180.00 1,680.00 1,460.00

NEWTON ROAD OPEN SPACE MAINTENANCE 1,525.00 1,710.00 1,500.00 1,540.00

PARISH CEMETERY MAINTENANCE 1,680.00 1,980.00 2,000.00 2,000.00

PAYMENTS CONTINUED 2020/21 2020/21 2021/22 2021/22

(Predicted) (Actual) (Predicted) (Actual)

ALLOTMENTS & COMMUNITY ORCHARD 1,920.00 1,920.00 1,920.00 1,920.00

STREET LIGHTS & OTHER UTILITIES 3,000.00 4,341.57 3,000.00 1,523.72

SECTION 106 FUNDS 10,000.00 **---------** 10,000.00 4,111.79

SUBSCRIPTIONS, MEMBERSHIPS & INSURANCE 2,000.00 1,882.95 2,000.00 1,814.30

MAINTENANCE (WAR MEMORIAL & VILLAGE SIGN 500.00 **--------** 500.00 **---------**

TREE WORKS 2,5000 3,301.00 3,000.00 1,200.00

GENERAL REPAIRS & VILLAGE MAINTENANCE 1,000.00 7,257.24 3,500.00 3,109.58

COMMUNITY FUND & OTHER GRANTS **--------** 3.486.44 ---------- 1,464.08

TOTAL ACCOUNTS PAID **£69,513.00 £67,184.42 £72,600.00** **£56,349.37**

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(SUMMARY)

BALANCE B/F 113,500.12113,500.12 130,269.09 130,269.09

ADD RECEIPTS 77,576.8583,953.39 79,748.02 88,122.92

SUB TOTAL 191,076.97197,453.51 210,017.11 218,392.01

DEDUCT PAYMENTS 69,513.0067,184.42 72,600.00 56,349.37

**£121,563.97 £130,269.09 £137,417.11 £162,042.64**

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END OF YEAR BANK RECONCILIATION

NATIONAL SAVINGS & INVESTMENTS 63,000.0074,412.6274,912.6274,420.06

BARCLAYS COMMUNITY ACCOUNT 58,563.97 55,856.4762,504.4987,622.58

PETTY CASH ------ ------- -------- -------

UNCASHED CHEQUES ------ ------ -------- -------

**£121,563.97 £130,269.09 £137,417.11 £162,042.64**

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THE ABOVE STATEMENT REPRESENTS A TRUE RECORD OF ALL RECEIPTS AND PAYMENTS OF ACCOUNTS FOR WHITTLESFORD PARISH COUNCIL FOR THE FINANCIAL YEAR 2021/22

PARISH CLERK / RFO CHAIRMAN OF THE PARISH COUNCIL

**ITEM 4**. **STATEMENT OF ACCOUNTS**

Whittlesford Parish Council hold two accounts, one is a Barclays Community account and is used for the day to day running of the council. The other is a National Savings & Investment account which holds mainly historic section 106 money.

The closing balance of these accounts on 31st March 2022 this being the end of the financial year are as follow:

**Barclays - £87,622.58 NS & I - £74,420.06**

All Councillors were provided with an end of year bank statement clearly showing the closing balance on both accounts for 31st March 2022.

A breakdown of ear marked funds held in the Barclays Community Account is as follow:

**£13,448.03** on behalf of the Lawn Trust) (Pavilion Refurbishment

**£3,604.39** – Additional 106 money awarded to the lawn trust

**£2,448.87** – Additional 106 money awarded re: Tennis Courts

**£19,501.29** - Sub Total

**(£10,000** – Ear marked as Parish Contribution for footpath repairs)

**£29,501.29** – Total (previously agreed funds to transfer)

For one reason and another this transfer did not take place.

We then hold further funds as follow:

**£10,000** – Ear marked for LHI – Hill Farm Road

**£1,593.05** – Grant money awarded under the Zero Carbon Project

**£706.65** – Balance of Community Fund

**£41,800.99** – Total of Ear-marked funds held in the Barclays Account

**NS & I - £74,420.06**

Balance remained unchanged from 31st March 2021, a small interest payment of £7.44 was added in January 2022 which brought the total from **£74,412.62** to **£74,420.06**

It is recommended that the council considers alternative savings accounts to hold this money long term.

**ITEM 5**. **BANK RECONCILIATION** – 31st March 2022

WHITTLESFORD PARISH COUNCIL ACCOUNTS 2021/22

BANK RECONCILIATION – PRO FORMA

Financial year ending 31st March 2022

Prepared by : Parish Clerk / RFO – Marie Swann

Balance per bank statement as at 1st April 2022

Barclays Community Account 87,622.58

National Savings & Investment 74,420.06

Petty Cash ---------

Unpresented Cheques ---------

**TOTAL £162,042.64**

The net balances reconcile to the cash book

(Receipts & Payments for the year as follows :

Opening Balance – 1st April 2021 130,269.09

Add Receipts (received) 88,122.92

Sub Total 218,392.01

Less Payments (paid) 56,349.37

**TOTAL £162,042.64**

Closing balance per cash book (Receipts & Payments)

As at 31st March 2022 was **£162,042.64**

**ITEM 6**. **MONTH END TOTALS**

WHITTLESFORD PARISH COUNCIL ACCOUNTS 2021/22

MONTH END TOTALS

**MONTH**  **PAYMENTS** **RECEIPTS** **VAT**

1 (APRIL) 2,292.83 421.67 11.66

2 (MAY) 6,997.27 35,001.04 433.01

3 (JUNE) 2,965.97 700.58 38.26

4 (JULY) 10,705.84 50.37 39.57

5 (AUG) 2,416.40 127.90 38.26

6 (SEPT) 3,387.64 0.33 146.83

7 (OCT) 9,011.94 50,400.66 106.59

8 (NOV) 3,484.56 50.87 238.82

9 (DEC) 4,916.16 557.78 193.17

10 (JAN) 2,432.75 250.43 10.37

11 (FEB) 4,410.58 102.77 39.09

12 (MAR) 3,327.43 458.52 215.81

**TOTALS £56,349.37** **£88,122.92**  **£1,511.44**

**ITEM 7**. **TO PRE-APPROVE THE AGAR**

The Annual Governance and Accountability Return (known as the AGAR) was pre-approved at this finance meeting and will be carried forward to be formally approved at the next full meeting of the parish council on Tuesday 14th June.

All Councillors were provided with a draft copy for reference purposes and No queries were raised.

**ITEM 8**. **TO PRE-APPROVE THE REVIEW OF INTERNAL CONTROL**

All Councillors were provided with a copy of the review to read and confirm they are happy with all statements made. To be formally approved at the next meeting of the parish council 14th June.

**ITEM 9.** **ASSET REGISTER**

All Councillors were provided with an up to date copy of the Asset Register for reference purposes.

A copy of the Asset Register is not attached to the minutes but it is available to view on the parish website.

**ITEM 10**. **DATE OF NEXT MEETING**

The next Finance Meeting for End of year accounts is yet to be confirmed but is expected to be around 16th May 2023.