

# Betley, Balterley and Wrinehill Parish Council Finance and Audit Committee

23rd January 2025

Commended: 2.00 pm

Terminated: 2.20 pm

Present: Councillor Daly (Deputy Chair in the Chair)  
Councillors Berrisford and Karling

Councillor Owen was also in attendance as he was presenting Item 5.

## 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bettley-Smith and Watkin.

## 2. APPOINTMENT OF CHAIR FOR THIS MEETING

In the absence of the Chair Councillor Watkin, and without the appointment of a permanent Deputy Chair, Members resolved that Councillor Daly, should assume the role of Chair for this meeting.

## 3. DECLARATIONS OF INTEREST

Councillor Karling declared his interest in 4(iii), and Members noted that the transactions had already taken place and had been previously approved.

## 3. MINUTES

The Minutes of the proceedings of the Finance and Audit Committee held on 31<sup>st</sup> October 2024 were approved as a correct record and signed by the Chair.

## 4. BUDGET AND FINANCE 2024-2025

The Committee considered a report of the Clerk and Responsible Financial Officer.

### (i) Applications for Financial Assistance

The Clerk reported that she had received no applications for financial assistance

### (ii) CO-OP Bank Transfer to Unity Trust Bank

#### RESOLVED

That the transfer of £4,000.00 from the Co-op Bank to the Unity Trust Bank, be approved.

### (iii) Transactions – Unity Trust Bank

#### RESOLVED

That the following transactions in the Unity Trust Bank be approved:-

PAYEE/PAYER	DETAILS	RECEIPTS	PAYMENTS
Luke Rimmer	Invoice 516		£730.00
M Clough	November Salary		£577.00
HMRC	PAYE November 2024		£153.32
Staffordshire Pensions	November Pension		£213.71
Information Commissioner	Annual Fee		£35.00
Newcastle Plumbing Supplies	Long cable ties		£23.40
M Clough	Petrol Reimbursements June 2024 - November 2024		£143.46
Unity Trust Bank	November Service Charge		£6.00
Robert Bettley-Smith	Reimbursement for Cable Ties		£23.77
Simon King	Cable Ties		£13.45
Robert Bettley-Smith	Reimbursement for sweets		£48.30

Simon King	Cable Ties		£29.98
Robert Bettley-Smith	Reimbursement for Grant paid to Rotary Club		£100.00
M Clough	December Salary		£446.93
HMRC	PAYE December 2024		£118.20
Staffordshire Pensions	December Pension		£165.54
Robert Bettley-Smith	Reimbursement for socket box at Memorial Garden		£25.20
St Margaret's Church	Donation		£650.00
Unity Trust Bank	Monthly Service Charge		£6.00
Shraleay Brook Media	Footpath Signage and way markers (2023-2024 budget and £500 grant received)		£997.85
Forvis Mazars	Statutory External Audit Fees		£252.00
Betley Village Hall	Invoice 4206		£105.00

**(iv) Transactions – CO-OP BANK**

**RESOLVED**

That no transactions from or into the Co-op Bank since 5<sup>th</sup> November 2024, be noted.

**(v) Payment of Invoices and Reimbursements**

**RESOLVED**

That the following payments be approved:-

M Clough	January 2025 Salary	Approx £446.93
HMRC	January 2025 PAYE	Approx £118.20
Staffordshire Pension	January 2025 Pension	Approx £165.54
HugoFox	Annual Website Fee	£143.86
Shires Accountants	Calculation and application of back pay adjustments relating to 2024/25 tax year	£18.00
Microsoft 365	365 Renewal	£59.99

**(vi) Budget Expenditure to 15<sup>th</sup> January 2025 – Unity Trust Bank**

To note the following Budget Head expenditure to 15<sup>th</sup> January 2025:-

<b>Budget Head</b>	<b>Total</b>	<b>Budget Allocated</b>	<b>£ Difference</b>
Salary	£5,591.48	£7,200.00	£1,608.52
Pension	£1,640.37	£1,660.00	£19.63
Admin - Insurance	£898.92	£900.00	£1.08
Admin - Audit Fees	£502.00	£625.00	£123.00
Admin - Venue Hire	£366.50	£450.00	£83.50
Admin - Subscriptions	£313.45	£330.00	£16.55
Admin - Website	£0.00	£135.00	£135.00
Admin - Other	£949.38	£500.00	-£449.38
Highways	£600.00	£1,500.00	£900.00
Footpaths	£3,445.85	£2,448.00	-£997.85
Grants	£750.00	£1,200.00	£450.00
Miscellaneous	£320.31	£270.00	-£50.31
Sandy Croft	£0.00	£1,100.00	£1,100.00
Memorial Garden	£2,575.20	£4,000.00	£1,424.80

Neighbourhood Plan	£0.00	£0.00	£0.00
Chair's Expenses	£0.00	£250.00	£250.00
	£17,953.46	£22,568.00	£4,614.54

**(vii) Explanation of Variances**

Members were asked to approve the following virement of funds:-

- (a) Highways Budget to the Admin (Other) Budget – £450.00
- (b) Highways Budget to Miscellaneous Budget - £51.00
- (c) Sandy Croft Budget to Footpaths Budget - £998.00

**RESOLVED**

**That the virement of funds, detailed above, be approved.**

**(viii) Bank Reconciliation as at 15<sup>th</sup> January 2025**

**RESOLVED**

To approve the following Bank Reconciliation for Co-op Bank and Unity Trust Bank as at 15<sup>th</sup> January 2025, be approved.

<b>Bank Reconciliation 15th January 2025</b>	
<b>BETLEY BALTERLEY AND WRINEHILL PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2025</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at	£
Current Account UNITY (20500409) - 31st December 2024	£2,469.77
Reserve Account CO-OP (49148300) - 18th November 2024	£27,965.25
Less: any unpresented cheques/payments	
Current Account UNITY (20500409)	£1,354.85
Reserve Account CO-OP (49148300)	
Add: any unbanked cash - Unity	
<b>Net bank balances as at 15th January 2025</b>	<b>£29,080.17</b>
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>	
<b>CASH BOOK</b>	
Opening Balance	
Unity Trust Bank @ 1st April 2024	£420.69
Co-op Bank @ 1st April 2024	£23,099.25
Add: Receipts in the year	
Unity Trust Bank	£2,647.69
Co-op Bank	£20,866.00
Less: Payments in the year	
Unity Trust Bank	£17,953.46
Co-op Bank	

<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£29,080.17</b>
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**(ix) Unity Trust Bank Statements**

**RESOLVED**

That the Unity Trust Bank Statements dated 30<sup>th</sup> November 2024 and 31<sup>st</sup> December 2024, circulated with the report, be received.

**(x) CO-OP Bank Statement – 18<sup>th</sup> November 2024**

**RESOLVED**

That the Co-op Bank Statement dated 18<sup>th</sup> November 2024, be received.

**5. PLAY BORROW RETURN**

Consideration was given to a report of Councillor Owen, detailing a Risk Assessment for the proposed Play, Borrow, Return scheme.

**RECOMMENDED**

- (i) That the Risk Assessment be considered at the next meeting of the Parish Council, with a recommendation to approve;**
- (ii) The Clerk enquires of the insurance company if this kind of activity is covered on the Parish Council insurance, and to advise if there were any statements required on the Notice.**

**6. DATE OF NEXT MEETING**

Members noted that the next meeting of this Committee would be held on **20th March 2025** at **2.00 pm**.

**7. URGENT ITEMS**

The Chair reported that there were no items that required consideration as a matter of urgency.