

FORTON PARISH COUNCIL

Finance Report For The Meeting To Be Held On Wednesday 11 March 2026

1 2025/2026 Quarter Four

Attached is the financial statement dated 02 March 2026. It balances to the latest bank statements received.

Account	£ p
Current @ 03 March 2025 (on-line)	250.00
Reserve @ 03 March 2025 (on-line)	1,882.28
TOTAL	£2,132.28

The council is asked to approve and the chairman to sign the financial statement.

ACTION: Council

2 Precept Payments for Approval

Precept Payments	Budget	For Approval
Clerk's Salary – quarter 4	(Gross) £136.90	£109.70
PAYE as calculated by the payroll provider	nil	£27.20
Clerk's Expenses – quarter 4 - TBA	£15.00	tba
FCC Rent for Mar '26. (Budget for Parish Hall)	£145.44	£37.50
SPCA training. Clerk basics	£150.00	£48.00
Hugo Fox Website Bronze Subs D/D 15 Mar 2026	143.86	143.86
*8 .gov.uk email addresses via HugoFox (2026/27)	nil	251.86
*SPCA Subscription 01/04/2026 – 31/03/2027	£118.69	tba

The council is asked to approve the above payments and authorise the RFO to make them.

*Payment will be delayed until the new financial year (2025-26)

ACTION: Council

3 New Clerk

Our new Clerk is Wendy Brookfield and she has agreed to act for us on a pay rate taken from the smaller councils' section of the Society of Local Council Clerks (SLCC) 25/26 Pay Agreement. This rate is a little above that we had previously been paying and accounts for the budget being slightly lower than that required to cover the full rate. In compensation, we have had to pay nothing for the last 2 quarters, there having been no clerk in post.

What is presently uncertain is whether the 10 hours per quarter we have been paying remains a reasonable assumption for the hours required for the work and we have agreed with Wendy to keep this under review for a few periods.

Wendy has already received some basic training from SPCA in order to get her underway and now, I trust you will join me in welcoming Wendy and giving her every assistance in picking up the threads of the job as quickly as possible.

ACTION: RFO

4 . gov.uk email addresses

Assertion 10 is the initiative led by NALC to professionalise smaller councils and is exerting ever increasing pressure on councils to adopt .gov.uk email addresses; a 'must' for clerks and preferably for councillors as well.

I have looked at a number of providers and list the findings below. The prices are all per annum and include VAT @ 20%.

Company	1 address £	5 addresses £	10 addresses £	gB per address
Hugo Fox	36	144	252	15
Parish Online	free	260	260	5
Cloud Next	60	60	60	2
Netwise	29	144	230	10

Looking at Cloud Next there are some negative reviews mentioning poor support experiences, technical issues, and difficulty with service cancellations. Of the others there is little difference in cost, Hugo Fox provides the largest mailboxes and we deal with them already for our website. Consequently, my preference would be to proceed with Hugo Fox.

ACTION: Council

5 Concurrent Grants

The Council is reminded that concurrent grant (£270.00) must be properly disbursed before the end of the financial year (31 March 2026) otherwise it may be forfeit and might have to be returned to SBC. We have previously been advised by Borough Councillors that this money may also be used for appropriate works in the parish. Therefore, the Council is asked to consider any proper applications for concurrent money and decide upon appropriate disbursements at this meeting. The amounts and recipients shown in the budget should not influence any decisions made at the meeting beyond the overall maximum.

ACTION: Council

6 Accountability and Governance

The council is able to certify itself as being exempt from a limited assurance review (external audit) due to our gross income and expenditure being below £25,000, actual is circa £1,200. The council is asked to again formally state that it is so exempt, which will enable me to complete the Annual Governance and Accountability Return part 2 (AGAR) once it is received.

ACTION: Council

The deadline for completion and approval of the AGAR is expected to be in early July 2026 although the documentation has yet to be provided. In practice this will mean that the council must be in a position to approve the AGAR at its next meeting in May. I expect to be able to complete the AGAR and arrange our own internal audit within the required timescale.

ACTION: RFO

David Carver, RFO Forton Parish Council 02 March 2026

Forton Parish Council

YEAR 2025/2026 - QUARTER 4 FINANCIAL STATEMENT

RECEIPTS			
date	description	£ budget	£ actual
PRECEPT			
01-Apr-25	opening balance	920.60	1,070.76
10-Apr-25	precept Stafford BC, tranche 1	590.00	590.00
10-Apr-25	Council Tax Support Grant, tranche 1	19.04	19.04
13-Oct-25	precept Stafford BC, tranche 2	590.00	590.00
13-Oct-25	Council Tax Support Grant, tranche 2	19.03	19.03
30-Apr-25	Interest	nil	1.05
30-May-25	Interest	nil	1.31
30-Jun-25	Interest	nil	1.05
31-Jul-25	Interest	nil	1.03
29-Aug-25	Interest	nil	0.94
30-Sep-25	Interest	nil	1.04
31-Oct-25	Interest	nil	1.13
28-Nov-25	Interest	nil	1.37
31-Dec-25	Interest	nil	1.61
30-Jan-26	Interest	nil	1.47
28-Feb-26	Interest	nil	1.37
Mar-26	Interest	nil	
	TOTAL INTEREST		13.37
	TOTAL PRECEPT	1,218.07	1,218.07
		£ 2,138.67	£ 2,302.20

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-25	opening balance	nil	nil
10-Apr-25	concurrent Stafford BC, tranche 1	135.00	135.00
13-Oct-25	concurrent Stafford BC, tranche 2	135.00	135.00
		£ 270.00	£ 270.00

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
09-Jun-25	SPCA annual subscription, 2025-26	109.14	114.02	2,188.18
28-May-25	clerk's salary, gross, quarter 1	129.90	104.10	2,084.08
29-May-25	PAYE	nil	25.80	2,058.28
May-25	clerk's expenses, quarter 1	15.00	nil	2,058.28
May-25	election costs contingency	190.28		
05-Jun-25	general insurance 01 June - 31 May	211.15	196.00	1,862.28
Jul-25	clerk's salary, gross, quarter 2	129.90	nil	1,862.28
Jul-25	PAYE	nil	nil	1,862.28
Jul-25	clerk's expenses, quarter 2	15.00	nil	1,862.28
Sep-25	annual audit fee	nil	nil	1,862.28
Mar-26	Website Bronze Subscription due Mar '26	143.88		
Nov-25	clerk's salary, gross, quarter 3	129.90	nil	1,862.28
Nov-25	PAYE	nil	nil	1,862.28
Nov-25	clerk's expenses, quarter 3	15.00	nil	1,862.28
May-25	***Cricket Club Room Rent May '25 - Mar '26	nil		
Nov-25	**parish hall rent for 2025-26	145.44	nil	1,862.28
Mar-26	clerk's salary, gross, quarter 4	129.90		
Mar-26	PAYE	nil		
Mar-26	clerk's expenses, quarter 4	15.00		
Mar-26	SPCA Councillor Training	150.00		
	circa 15% general contingency reserve	305.90		
		300.00		
		£ 2,135.39	£ 439.92	£ 1,862.28

Mar-26	All Saints Church Forton PCC grant)	67.50		
Mar-26	Forton PCC Churchyard upkeep grant)	67.50		
Mar-26	Forton Parish Hall grant	67.50		
Mar-26	Forton Cricket Club grant	67.50		
	organisations & amounts are indicative only			
		£ 270.00	£ -	£ 270.00

Closing Balances (Precept + Concurrent) TOTALS £ 2,132.28

BANK STATEMENT RECONCILIATION		£.p
Current Account Statement @ 02 March 2026		250.00
Reserve Account Statement @ 02 March 2026		1,882.28
		2,132.28
add uncleared funds: -		
	Uncleared Funds Total	-
	TOTAL	£ 2,132.28

		£.p
	Uncleared Cheques Total	-
	Reconciliation TOTAL	£ 2,132.28

Dates in full agree with cheque stubs and/or bank statement.

** Parish Hall closed summer '24 u.f.n.

***Cricket Club room rate agreed @ £37.50 each meeting (email 25/03/2025). (Ashley Gillum agreed no charge for November Meeting)

Prepared by David Carver, RFO, Forton Parish Council, 02 March 2026