

CAVERSFIELD PARISH COUNCIL

Finance Report for Parish Council Meeting on 15 May 2024

12. Finance

a. Financial Report – to receive the report

As at 30 April, the accounts stood at:

Co-op Current Account	£14,780.36
NS&I Account	£2,437.11

Standing Orders		Date Cleared
Clerk's Salary 17 February – 16 March	£199.20	18/3/24
Clerk's Salary 17 March – 16 April	£199.20	17/4/24

Direct Debit Payments

Three – February mobile contract	£7.56	11/3/24
Three – March mobile contract	£7.56	11/4/24

Debit Card Payments

None

Income

NS&I Interest	£18.71	Jan 24
OCC Localities Grant for Defibrillator	£900.00	27/3/24
CDC Precept (1 st tranche)	£4,762.00	10/4/24

The VAT reclaim of £ 727.59 for 1 April 23 to 31 March 24 was submitted on 1 May.

b. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements

c. Mobile Telephone – to note the increase in the monthly charge

d. Banking

- To consider the bank mandate and confirm signatories
- To consider the suitability of the NS&I account and alternative arrangements

e. 2023/24 Unspent Budget Items – to consider a virement of items budgeted to the new financial year

The amounts to vire to the new financial year are recommended as:

Snow Clearance – to reserves	£250.00
Grants	£284.00
Training	£285.00
Defibrillator (from Localities Grant)	£900.00

f. Budget – to agree the budget for 2024/25

The draft budget has been published.

g. Reserves – to confirm the Reserves for 2024/25 and consider the Policy

3 months' running costs	£1,600.00
Election Expenses	£1,600.00
Noticeboard Repair / renewal	£980.00
Clerk Laptop, Printer and scanner	£1,400.00
Bus shelter repairs	£800.00
Bus Shelter Lighting	£800.00
White Gate Refurbishment	£550.00
Street furniture renewal	£1,100.00
Insurance Excess	£250.00
Audit Reserve	£200.00
Snow Clearance Reserve	£600.00
Road Safety	£100.00
Staff Sickness	£200.00
General Fund	£900.00

h. Annual Subscriptions and Regular Payments – to consider and agree the list Subscriptions:

Oxfordshire Association of Local Councils
Community First Oxfordshire
Society of Local Council Clerks
Council for the Protection of Rural England
Open Spaces Society

Clerk salary: monthly by Standing Order

Hall hire: bi-monthly

Data projector hire from Launton Parih Council: £30 annual

Dog bin emptying: twice yearly – March / April and September / October

Information Commissioner: annual - £35 by direct debit in January

Internal Auditor: annual

Old School Close grass cutting: annual

Skimmingdish Lane and Fringford Road grass cutting and Fringford Road weed spraying

Office 365 Annual Subscription (one quarter): annual

Web hosting and domain name renewal: annual

Bus shelter cleaning

i. Staff Expenses – to confirm the rates for the Clerk's expenses

j. Statement of Accounts – to consider and approve the Statement of Accounts for the year end 31 March 2023

k. Asset Register – to confirm the Asset Register for the year 2023/24 and set an appropriate minimum value of assets for the asset register

l. Internal Audit

- i. To receive and review the report from the Internal Auditor
- ii. To consider the appointment of the Internal Auditor for 24/25

m. AGAR Signature Redaction – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns

n. External Audit

- i. **Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
- ii. **Section 1: Annual Governance Statement** – to consider the questions and respond accordingly
- iii. **Section 2: Annual Accounting Statements** – to consider and agree the accounting statement figures
- iv. **Electors’ Rights** – to note the dates for the Exercise of Public Rights as Monday 3 June to Friday 12 July 2024
- v. **Statement of Variance** – to consider the draft Statement of Variance

o. Invoices for Payment – to consider invoices for payment itemised on the payment schedule