CAVERSFIELD PARISH COUNCIL

Finance Report for Parish Council Meeting on 21 May 2025

12. Finance

a. Financial Report and Year End Budget Monitoring Report – to receive the report for information

As at 30 April, the accounts stood at:

Co-op Current Account	£14,827.58
Co-op 35-day Deposit Account	£8,110.94

Income

OCC Locality Fund (for SIDs)	£2,938.92
Precept (1st tranche)	£5,000.00
Deposit account interest	£82.20

Outstanding Payments

None

Debit Card Payments

None

Standing Orders and Direct Debits

Date cleared	SO / DD	Payee and reason	Budget	Minute ref	Amount
11/3/25	DD	Three – February mobile contract	Admin costs	15/5/24 10. c.	£7.56
17/3/25	SO	JMC Olds Clerk's Salary 17 February – 16 March	Clerk's salary	20/11/24 10. f.	£208.65
11/4/25	DD	Three – March mobile contract	Admin costs	19/3/25 10. d.	£8.04
17/4/25	SO	JMC Olds Clerk's Salary 17 March – 16 April	Clerk's salary	15/1/25 5. b.	£250.33

The VAT Reclaim of £639.32 for 1 April 24 to 31 March 25 was submitted to HMRC on 28 April

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

c. Internal Financial Control – to receive a report from the Councillor responsible for internal financial control

d. Hall Hire – to consider the venue for Parish Council meetings and confirm the hall hire rates

e. Banking – to consider the bank mandate and confirm signatories

f. 2024/25 Unspent Budget Items – to consider a virement of items budgeted to the new financial year

g. Budget – to agree the budget for 2025/26

h. Reserves – to confirm the Reserves for 2025/26 and consider the Policy

Running costs	£2,000.00
Election expenses	£1,900.00
Noticeboard repair / renewal	£1,030.00
Clerk Laptop, printer and scanner	£955.00
Bus shelter repairs	£800.00
Bus shelter lighting	£500.00
White gate refurbishment	£550.00
Street furniture renewal	£1,300.00
Insurance excess	£250.00
Audit reserve	£200.00
Snow clearance reserve	£850.00
Road safety	£3,138.92
Staff sickness	£300.00
Defibrillator	£237.00
General fund	£900.00

i. 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
Dog bin emptying: twice yearly – March / April and September / October
Information Commissioner: annual - £52 by direct debit in January
Internal Auditor: annual
Skimmingdish Lane, Fringford Road and Old School Close grass cutting and Fringford Road weed spraying
Office 365 Annual Subscription: annual
Web hosting and domain name renewal: annual
Bus shelter cleaning

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

k. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2025

l. **Asset Register** – to confirm the Asset Register for the year 2024/25

m. **Internal Audit**
   i. **To receive and review the report from the Internal Auditor**
   ii. **To consider the appointment of the Internal Auditor for 2025/26**

n. **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

o. **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 Tuesday 3 June to Monday 14 July 2025

   v. **Statement of Variance** – to consider the draft Statement of Variance

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

Payee and reason	**Budget**	**Minute ref**	**Net payment**	**Payment inc VAT***
Fringford Village Hall for May Hall Hire (invoice no FVH-20221552)	Hall Hire	20/9/23 10. c.	£37.50	£37.50
Cherwell District Council for winter dog bin emptying (Invoice no: 20022353)	Dog bin emptying	19/3/25 10. c.	£163.02	£195.62
Volunteer Driver Service for grant	Grants	19/3/25 10.	£100.00	£100.00
Clean Slate for grant	Grants	19/3/25 10.	£100.00	£100.00
St John Ambulance for grant	Grants	19/3/25 10.	£100.00	£100.00

Payee and reason	Budget	Minute ref	Net payment	Payment inc VAT*
RJ Groundcare Ltd for April grass cutting (invoice no: 2954)	Grass cutting and weed spraying	15/1/25 10. d.	£330.00	£396.00
Open Spaces Society for annual subscription	Subscriptions	15/5/24 12. h.	£45.00	£45.00
H du Bois for Internal Audit	Audit	20/11/24 10. d.	£tbc	£tbc
Wybone for Fringford Road litter bin (invoice no:)	Bins	18/9/24 14. d.	£tbc	£tbc

*Statutory Power used for all payments: General Power of Competence, Localism Act 2011