



**Councillors are summoned to attend the  
MEETING OF  
FINANCE & POLICY COMMITTEE**

To be held at Weaverham Community Centre, Russet Road, Weaverham  
on

**Monday 17<sup>th</sup> April 2025 at 7.15p**

Clerk: Adrian Morgan  
Email: [clerk@weaverhampc.co.uk](mailto:clerk@weaverhampc.co.uk)  
Tel: 01606 854451

**AGENDA**

- F52. **Public Open Forum** Members of the public are invited to address Councillors and raise issues of concern. This session will last no longer than 10 minutes.
- F53. To **approve** any apologies for absence.
- F54. To **receive** any declarations of new interest.
- F55. To **approve** Minutes of meeting held on 17<sup>th</sup> March 2025.
- F56 **Accounts:**  
F56.1 To recommend **approval** of the accounts for March 2025.  
F56.2 To recommend **approval** of the Statement of Account for fiscal year ending 31<sup>st</sup> March 2025.  
F56.3 To recommend **approval** of the year end closing budget and note variances.  
F56.4 To **note** variances between fiscal year 2023/24 and 2024/25.  
F56.5 To recommend **approval** of the AGAR 2024 /25 fiscal year.  
F56.6 To recommend **approval** of the S137 payments for year ending 31<sup>st</sup> March 2025.  
F56.7 To **note** any S106 payments for year ending 31<sup>st</sup> March 2025.  
F56.8 To recommend **approval** of the Earmarked reserves and General Fund balances for year ending 31<sup>st</sup> March 2025.
- F57 To recommend approval of the Council Risk Assessment.
- F58. To recommend **approval** of the annual subscription of the Mid Cheshire Foot Path Society. Subscription £8.
- F59. To recommend **approval** of the membership of CHALC subscription £1,592.00
- F60 To recommend **approval** of the membership of SLCC Society of Local Council Clerks subscription £180.00.
- F59 **Clerks' Update.** The Clerk to update the Committee on any matters.
- F60. To **confirm** the date of the next meeting, 19<sup>th</sup> May 2025.

Signed

A handwritten signature in black ink, appearing to be 'Adrian Morgan'.

Adrian Morgan,  
Clerk



## MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING

Held at

Weaverham Community Centre, Russet Road, Weaverham, CW8 3HY

on

Monday 17<sup>th</sup> March 2025 at 7.15pm

Acting Clerk Adrian Morgan

Email: [clerk@weaverhampc.co.uk](mailto:clerk@weaverhampc.co.uk)

Tel: 01606 854451

Present: Cllrs John Freeman (JF) Chairman, Mike Gerrard (MG) and John Pether (JP).

- F42. **Public Open Forum** – No members of the public were present.
- F43. The following apologies for absence were received from Cllr Peter Wilkinson and Jason Endress.
- F44. No new declarations of new interest were received.
- F45. The minutes of meeting held on 17<sup>th</sup> February 2025 were **approved**.
- F46 **Accounts:**  
F46.1 The accounts for February 2025 were **approved**.
- F47. Cheque payments of £3416.49 were recommended for approval. **approved**.
- F48. The request for funding of Weaverham Primary Academy's Playground Improvements Project was supported subject to budget allocation, recommended payment of £500.00. **approved**.
- F49. The Skipton Building Society account reduced interest rate was **noted**.
- F50 **Clerks' Update.** A request from the Rose Fete Committee has been received to hold a Car Boot sale on Lake House filed on Sunday 13<sup>th</sup> July with a hire fee of £30.00 is recommended for approval. **approved**.
51. To **confirm** the date of the next meeting, 23<sup>rd</sup> April 2025.

**Meeting closed at 7.37pm**

Signed as a true record

Name .....

Signature .....

Date .....

Weaverham Parish Council Bank Reconciliation  
as at 31st March 2025  
as per Scribe

|                 |                   |
|-----------------|-------------------|
| Opening Balance | £12,164.58        |
| Closing Balance | £5,977.50         |
|                 | <b>-£6,187.08</b> |

Bank

|                 |            |
|-----------------|------------|
| Opening Balance | £15,174.35 |
| Closing Balance | £10,656.12 |

Income

| Date        | Contact Name    | Detail   | Net           | VAT         |
|-------------|-----------------|----------|---------------|-------------|
| 05 Feb 2025 | Government Bond | Interest | 137.22        |             |
| 04 Feb 2025 | CCLA            | Interest | 415.71        |             |
|             |                 |          | <b>552.93</b> | <b>0.00</b> |

Weaverham Parish Council  
as at 31st March 2025  
WPC Current Ac  
WPC Deposit Ac  
WPC Government Bond  
Skipton 120-Day Account  
CCLA Account

| Scribe            | Bank              | Diff            |
|-------------------|-------------------|-----------------|
| 5,977.50          | 10656.12          |                 |
| 0.00              | 0.00              |                 |
| 52,000.00         | 52,000.00         |                 |
| 90,215.67         | 90,215.67         |                 |
| 119140.76         | 119140.76         |                 |
| <b>267,333.93</b> | <b>272,012.55</b> | <b>4,678.62</b> |

VAT ( to be re claimed)

**267,333.93**

Cheques to Clear

No

| Amount                        |
|-------------------------------|
| 22599 Weaverham High School   |
| 25577 Cheshire Groundcare Ltd |
| 25581 Adrian Morgan           |
| 25582 A1 Safety Testing Ltd   |
| 25583 Zurich Insurance Ltd    |
| 25584 Graphish                |
| 25585 Euro Digital Systems    |
| 22586 Adrian Morgan           |
| <b>4,678.62</b>               |
| <b>0.00</b>                   |

Approved

Chairman  
F&P Committee Meeting  
Date

Chairman  
Parish Council Meeting  
Date

Weaverham Parish Council

PAYMENTS LIST

2 April 2025 (2024-2025)

| Voucher Code                        | Date       | Minute | Bank                | Cheque No   | Description              | Supplier                | VAT Type | Net      | VAT    | Total    |
|-------------------------------------|------------|--------|---------------------|-------------|--------------------------|-------------------------|----------|----------|--------|----------|
| 132 Room Hire                       | 04/03/2025 | 155    | Santander Current A | 25574       | Room Hire                | Weaverham Community As  | Z        | 90.00    |        | 90.00    |
| 134 General Office Costs (Inc PAT ) | 04/03/2025 | 155    | Santander Current A | 25576       | Printer                  | Euro Digital Systems    | S        | 40.57    | 8.11   | 48.68    |
| 133 Phone, Fax, Internet & Website  | 04/03/2025 | 155    | Santander Current A | 25575       | Office Software          | Avoira Ltd              | S        | 31.70    | 6.34   | 38.04    |
| 133 Phone, Fax, Internet & Website  | 04/03/2025 | 155    | Santander Current A | 25575       | Office Software          | Avoira Ltd              | S        | 15.00    | 3.00   | 18.00    |
| 133 Phone, Fax, Internet & Website  | 04/03/2025 | 155    | Santander Current A | 25575       | Office Software          | Avoira Ltd              | S        | 2.14     | 0.43   | 2.57     |
| 133 Phone, Fax, Internet & Website  | 04/03/2025 | 155    | Santander Current A | 25575       | Office Software          | Avoira Ltd              | S        | 25.97    | 5.19   | 31.16    |
| 135 Maintenance Contract            | 04/03/2025 | 155    | Santander Current A | 25577       | Maintenance Contract     | Cheshire Groundcare Ltd | S        | 981.67   | 196.33 | 1,178.00 |
| 136 Room Hire                       | 07/03/2025 | 155    | Santander Current A | 25578       | Room Hire                | Weaverham Community As  | Z        | 72.00    |        | 72.00    |
| 145 Subscriptions                   | 07/03/2025 |        | Santander Current A | DD 07/03/25 | Subscription             | Woodland Trust          | Z        | 8.00     |        | 8.00     |
| 138 Phone, Fax, Internet & Website  | 10/03/2025 | 155    | Santander Current A | 25580       | IT Services              | Avoira Ltd              | S        | 65.00    | 13.00  | 78.00    |
| 138 Phone, Fax, Internet & Website  | 10/03/2025 | 155    | Santander Current A | 25580       | IT Services              | Avoira Ltd              | S        | 1.50     | 0.30   | 1.80     |
| 137 Youth Club Utilities            | 10/03/2025 | 155    | Santander Current A | 25579       | Old Youth Club Utilities | Water Plus              | Z        | 242.87   |        | 242.87   |
| 146 Old Youth Club Premises         | 10/03/2025 |        | Santander Current A | DD 10/03/25 | Old Youth Club Utilities | Scottish Power          | L        | 69.10    | 3.46   | 72.56    |
| 141 Insurance                       | 13/03/2025 | 171.3  | Santander Current A | 25583       | Insurance                | Zurich Insurance Ltd    | E        | 2,891.49 |        | 2,891.49 |
| 139 General Office Costs (Inc PAT ) | 13/03/2025 | 171.3  | Santander Current A | 25581       | IT Services              | Adrian Morgan           | Z        | 45.00    |        | 45.00    |
| 140 General Office Costs (Inc PAT ) | 13/03/2025 | 171.3  | Santander Current A | 25582       | Office Supplies          | A1 Safety Testing Ltd   | Z        | 30.00    |        | 30.00    |
| 142 Weaverham News                  | 17/03/2025 | 171.3  | Santander Current A | 25584       | Weaverham News           | Graphish                | Z        | 450.00   |        | 450.00   |
| 143 General Office Costs (Inc PAT ) | 18/03/2025 | 171.3  | Santander Current A | 25585       | Office Supplies          | Euro Digital Systems    | Z        | 48.68    |        | 48.68    |
| 144 General Office Costs (Inc PAT ) | 18/03/2025 | 171.3  | Santander Current A | 22586       | Office Supplies          | Adrian Morgan           | S        | 4.54     | 0.91   | 5.45     |
| 147 Community Pool                  | 31/03/2025 |        | Santander Current A | DD 31/03/25 | Pool                     | Fineswim Ltd            | S        | 833.33   | 166.67 | 1,000.00 |
| Total                               |            |        |                     |             |                          |                         |          | 5,948.56 | 403.74 | 6,352.30 |

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## Weaverham Parish Council

Prepared by: Andrew A Clerk  
Name and Role (Clerk/RFO etc)

Date: 2/4/25

Approved by: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

Date: \_\_\_\_\_

|   |                                                     |            |                   |
|---|-----------------------------------------------------|------------|-------------------|
| A | <b>Bank Reconciliation at 31/03/2025</b>            |            |                   |
|   | Cash in Hand 01/04/2024                             |            | 230,323.01        |
|   | <b>ADD</b><br>Receipts 01/04/2024 - 31/03/2025      |            | 162,727.28        |
|   | <b>SUBTRACT</b><br>Payments 01/04/2024 - 31/03/2025 |            | 393,050.29        |
|   | <b>Cash in Hand 31/03/2025</b><br>(per Cash Book)   |            | 125,716.36        |
| B |                                                     |            | <b>267,333.93</b> |
|   | Cash in hand per Bank Statements                    |            |                   |
|   | Petty Cash 31/03/2025                               | 0.00       |                   |
|   | Santander Current Account 31/03/2025                | 10,656.12  |                   |
|   | Skipton Building Society 120-Day A 31/03/2025       | 90,215.67  |                   |
|   | Government Bond Account 31/03/2025                  | 52,000.00  |                   |
|   | CCLA Account 31/03/2025                             | 119,140.76 |                   |
|   |                                                     |            | <b>272,012.55</b> |
|   | Less unrepresented payments                         |            | 4,678.62          |
|   |                                                     |            | 267,333.93        |
|   | Plus unrepresented receipts                         |            |                   |
| B | <b>Adjusted Bank Balance</b>                        |            | <b>267,333.93</b> |
|   | <b>A = B Checks out OK</b>                          |            |                   |

Weaverham Parish Council  
RECONCILIATION - CCLA Account 31-03-2025

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|                                           |             |
|-------------------------------------------|-------------|
| From Accounts .....                       | £119,140.76 |
| Payments not cashed ..... Add .....       |             |
| Receipts not entered ..... Subtract ..... |             |
| <hr/>                                     |             |
| Statement should be .....                 | £119,140.76 |

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# Weaverham Parish Council STATEMENT OF ACCOUNTS

|                                        | RECEIPTS   | PAYMENTS  |
|----------------------------------------|------------|-----------|
| Opening Balance                        |            |           |
| Balance at Bank                        | 230,323.01 |           |
| Cash in Hand                           |            |           |
| Clerk's Salary                         |            |           |
| Employer's NIC                         |            |           |
| Employer Pension Contributions         |            |           |
| Mileage & Travel                       |            |           |
| Training & Conferences                 |            | 350.00    |
| Subscriptions                          |            | 1,730.66  |
| Room Hire                              |            | 1,000.00  |
| Insurance                              |            | 2,891.49  |
| Office Lease                           |            | 3,000.00  |
| General Office Costs (Inc PAT Testing) | 16.08      | 1,198.76  |
| Phone, Fax, Internet & Website         | 0.04       | 1,816.40  |
| Legal & Professional Fees              |            |           |
| Audit Fees                             |            | 1,618.50  |
| Weaverham News                         |            | 1,800.00  |
| Annual Local Donations                 |            | 815.00    |
| Rose Fete                              |            | 600.00    |
| WHS Prizes                             |            | 160.00    |
| Civic Ceremonies                       |            | 833.75    |
| Equipment Purchases                    |            | 785.50    |
| Youth Leader Funding                   |            | 5,000.00  |
| Community Pool                         |            | 10,833.29 |
| Elections                              |            |           |
| Maintenance Contract                   |            | 11,780.03 |
| Christmas                              |            | 5,989.00  |
| RoSPA                                  |            | 262.00    |
| LHF Fence                              |            |           |
| Additional Grounds Maintenance         | 456.10     | 4,495.73  |
| Russet Road Play Park                  |            | 368.00    |
| CCTV                                   |            |           |
| Flowers and Bulbs                      |            |           |
| Plantation                             |            |           |
| Former Dr's Car Park                   |            |           |
| Community Pride Competition            |            |           |
| Tree Survey/Maintenance                |            |           |
| Bonfire & Fireworks                    |            | 1,550.00  |
| Landscaping                            |            |           |
| Defibrillator                          |            | 1,868.00  |
| Village Improvements                   |            | 640.00    |
| Play Equipment (RRPP Project)          |            |           |

# **Weaverham Parish Council** **STATEMENT OF ACCOUNTS**



|                                   |            | RECEIPTS          | PAYMENTS          |
|-----------------------------------|------------|-------------------|-------------------|
| Speed Indicating Devices          |            |                   |                   |
| Climate Change Initiatives        |            |                   |                   |
| Events (D-Day 80)                 |            |                   | 4,290.10          |
| Youth Activities                  |            |                   |                   |
| Precept                           | 133,000.00 |                   |                   |
| Interest Government Bond          | 1,942.75   |                   |                   |
| Grant Members' Budget             | 1,090.00   |                   |                   |
| Allotment Rent                    | 96.00      |                   |                   |
| Playing Fields                    | 1,950.00   |                   |                   |
| VAT Refund                        |            |                   |                   |
| Interest Skipton Building Society | 3,269.53   |                   |                   |
| s106                              |            |                   |                   |
| Donation                          | 190.01     |                   |                   |
| Neighbourhood Plan                |            |                   |                   |
| Cemetery                          |            |                   | 800.79            |
| Grant CW&C                        |            |                   |                   |
| Youth Club Utilities              |            |                   | 751.09            |
| Old Youth Club Premises           |            |                   | 1,819.15          |
| Old Youth Club                    |            |                   |                   |
| Playing Fields Hire               |            |                   |                   |
| CCLA Interest                     | 7,491.10   |                   |                   |
| Toilet Project                    |            |                   |                   |
| Former Youth Club Redevelopment   |            |                   | 1,000.00          |
| Pool Ground Rent                  | 60.00      |                   |                   |
| RRPP Repairs                      | 368.00     |                   |                   |
| Cafe Toilet Project               |            |                   | 38,700.67         |
| Lessee                            | 70.00      |                   |                   |
| Weaverham High School             |            |                   | 25.00             |
| Community Centre Lease            | 1.00       |                   |                   |
| VAT                               | 12,726.67  |                   | 16,943.45         |
|                                   |            | <b>162,727.28</b> | <b>125,716.36</b> |
| <b>Closing Balances:</b>          |            |                   |                   |
| Balances in Bank Account          |            |                   | 267,333.93        |
| Cash in Hand                      |            |                   |                   |
| <b>TOTAL</b>                      |            | <b>393,050.29</b> | <b>393,050.29</b> |

The above statement represents fairly the financial position of the council as at 31 Mar 2025

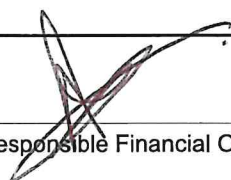
**Weaverham Parish Council**  
**STATEMENT OF ACCOUNTS**

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RECEIPTS

PAYMENTS

Signed

  
Responsible Financial Officer

Date

5/4/2025

**Weaverham Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

9 April 2025 (2024-2025)

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**Administration**

| Code      | Title                            | Receipts |        |          | Payments  |           |           | Net Position         |
|-----------|----------------------------------|----------|--------|----------|-----------|-----------|-----------|----------------------|
|           |                                  | Budgeted | Actual | Variance | Budgeted  | Actual    | Variance  | +/- Under/over spend |
| 1         | Clerk's Salary                   |          |        |          | 23,000.00 |           | 23,000.00 | 23,000.00 (100%)     |
| 2         | Employer's NIC                   |          |        |          | 1,200.00  |           | 1,200.00  | 1,200.00 (100%)      |
| 3         | Employer Pension Contributions   |          |        |          | 1,000.00  |           | 1,000.00  | 1,000.00 (100%)      |
| 4         | Mileage & Travel                 |          |        |          | 100.00    |           | 100.00    | 100.00 (100%)        |
| 5         | Training & Conferences           |          |        |          | 500.00    | 350.00    | 150.00    | 150.00 (30%)         |
| 6         | Subscriptions                    |          |        |          | 2,400.00  | 1,730.66  | 669.34    | 669.34 (27%)         |
| 7         | Room Hire                        |          |        |          | 1,000.00  | 1,000.00  |           | (0%)                 |
| 8         | Insurance                        |          |        |          | 2,800.00  | 2,891.49  | -91.49    | -91.49 (-3%)         |
| 9         | Office Lease                     |          |        |          | 3,000.00  | 3,000.00  |           | (0%)                 |
| 10        | General Office Costs (Inc PAT Te |          | 16.08  | 16.08    | 450.00    | 1,198.76  | -748.76   | -732.68 (-162%)      |
| 11        | Phone, Fax, Internet & Website   |          | 0.04   | 0.04     | 1,650.00  | 1,816.40  | -166.40   | -166.36 (-10%)       |
| 12        | Legal & Professional Fees        |          |        |          | 1,000.00  |           | 1,000.00  | 1,000.00 (100%)      |
| 13        | Audit Fees                       |          |        |          | 1,500.00  | 1,618.50  | -118.50   | -118.50 (-7%)        |
| 14        | Weaverham News                   |          |        |          | 1,800.00  | 1,800.00  |           | (0%)                 |
| 15        | Annual Local Donations           |          |        |          | 2,000.00  | 815.00    | 1,185.00  | 1,185.00 (59%)       |
| 16        | Rose Fete                        |          |        |          | 600.00    | 600.00    |           | (0%)                 |
| 17        | WHS Prizes                       |          |        |          | 160.00    | 160.00    |           | (0%)                 |
| 18        | Civic Ceremonies                 |          |        |          | 1,000.00  | 833.75    | 166.25    | 166.25 (16%)         |
| 19        | Equipment Purchases              |          |        |          | 500.00    | 785.50    | -285.50   | -285.50 (-57%)       |
| 20        | Youth Leader Funding             |          |        |          | 5,200.00  | 5,000.00  | 200.00    | 200.00 (3%)          |
| 21        | Community Pool                   |          |        |          | 10,000.00 | 10,833.29 | -833.29   | -833.29 (-8%)        |
| 22        | Elections                        |          |        |          | 1,000.00  |           | 1,000.00  | 1,000.00 (100%)      |
| 55        | Cemetery                         |          |        |          | 1,000.00  | 800.79    | 199.21    | 199.21 (19%)         |
| 57        | Youth Club Utilities             |          |        |          | 1,500.00  | 751.09    | 748.91    | 748.91 (49%)         |
| 58        | Old Youth Club Premises          |          |        |          |           | 1,819.15  | -1,819.15 | -1,819.15 (N/A)      |
| 69        | Weaverham High School            |          |        |          |           | 25.00     | -25.00    | -25.00 (N/A)         |
| 70        | Community Centre Lease           |          | 1.00   | 1.00     |           |           |           | 1.00 (N/A)           |
| SUB TOTAL |                                  |          | 17.12  | 17.12    | 64,360.00 | 37,829.38 | 26,530.62 | 26,547.74 (41%)      |

**Environment**

| Code | Title                          | Receipts |        |          | Payments  |           |           | Net Position         |
|------|--------------------------------|----------|--------|----------|-----------|-----------|-----------|----------------------|
|      |                                | Budgeted | Actual | Variance | Budgeted  | Actual    | Variance  | +/- Under/over spend |
| 23   | Maintenance Contract           |          |        |          | 13,000.00 | 11,780.03 | 1,219.97  | 1,219.97 (9%)        |
| 24   | Christmas                      |          |        |          | 8,000.00  | 5,989.00  | 2,011.00  | 2,011.00 (25%)       |
| 25   | RoSPA                          |          |        |          | 300.00    | 262.00    | 38.00     | 38.00 (12%)          |
| 26   | LHF Fence                      |          |        |          | 1,000.00  |           | 1,000.00  | 1,000.00 (100%)      |
| 27   | Additional Grounds Maintenance |          | 456.10 | 456.10   | 5,000.00  | 4,495.73  | 504.27    | 960.37 (19%)         |
| 28   | Russet Road Play Park          |          |        |          | 5,000.00  | 368.00    | 4,632.00  | 4,632.00 (92%)       |
| 29   | CCTV                           |          |        |          | 500.00    |           | 500.00    | 500.00 (100%)        |
| 30   | Flowers and Bulbs              |          |        |          | 500.00    |           | 500.00    | 500.00 (100%)        |
| 31   | Plantation                     |          |        |          | 500.00    |           | 500.00    | 500.00 (100%)        |
| 32   | Former Dr's Car Park           |          |        |          | 200.00    |           | 200.00    | 200.00 (100%)        |
| 33   | Community Pride Competition    |          |        |          | 100.00    |           | 100.00    | 100.00 (100%)        |
| 34   | Tree Survey/Maintenance        |          |        |          | 4,000.00  |           | 4,000.00  | 4,000.00 (100%)      |
| 35   | Bonfire & Fireworks            |          |        |          | 4,500.00  | 1,550.00  | 2,950.00  | 2,950.00 (65%)       |
| 36   | Landscaping                    |          |        |          | 2,500.00  |           | 2,500.00  | 2,500.00 (100%)      |
| 37   | Defibrillator                  |          |        |          | 500.00    | 1,868.00  | -1,368.00 | -1,368.00 (-273%)    |

**Weaverham Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

9 April 2025 (2024-2025)



|                                  |               |               |                  |                                                          |
|----------------------------------|---------------|---------------|------------------|----------------------------------------------------------|
| 38 Village Improvements          |               | 640.00        | -640.00          | -640.00 (N/A)                                            |
| 39 Play Equipment (RRPP Project) |               |               |                  | (N/A)                                                    |
| 40 Speed Indicating Devices      |               |               |                  | (N/A)                                                    |
| 41 Climate Change Initiatives    |               |               |                  | (N/A)                                                    |
| 42 Events (D-Day 80)             | 8,000.00      | 4,290.10      | 3,709.90         | 3,709.90 (46%)                                           |
| 54 Neighbourhood Plan            | 2,000.00      |               | 2,000.00         | 2,000.00 (100%)                                          |
| 61 Playing Fields Hire           |               |               |                  | (N/A)                                                    |
| 63 Toilet Project                |               |               |                  | (N/A)                                                    |
| 64 Former Youth Club Redevelopm  | 1,000.00      | 1,000.00      |                  | (0%)                                                     |
| 67 Cafe Toilet Project           | 40,000.00     | 38,700.67     | 1,299.33         | 1,299.33 (3%)                                            |
| <b>SUB TOTAL</b>                 | <b>456.10</b> | <b>456.10</b> | <b>96,600.00</b> | <b>70,943.53</b> <b>25,656.47</b> <b>26,112.57 (27%)</b> |

## Income

| Code             | Title                             | Receipts          |                   |                  | Payments |        |          | Net Position           |
|------------------|-----------------------------------|-------------------|-------------------|------------------|----------|--------|----------|------------------------|
|                  |                                   | Budgeted          | Actual            | Variance         | Budgeted | Actual | Variance | +/- Under/over spend   |
| 44               | Precept                           | 133,000.00        | 133,000.00        |                  |          |        |          | (0%)                   |
| 45               | Interest Government Bond          | 1,800.00          | 1,942.75          | 142.75           |          |        |          | 142.75 (7%)            |
| 47               | Grant Members' Budget             |                   | 1,090.00          | 1,090.00         |          |        |          | 1,090.00 (N/A)         |
| 48               | Allotment Rent                    | 96.00             | 96.00             |                  |          |        |          | (0%)                   |
| 49               | Playing Fields                    | 1,500.00          | 1,950.00          | 450.00           |          |        |          | 450.00 (30%)           |
| 50               | VAT Refund                        | 10,500.00         |                   | -10,500.00       |          |        |          | -10,500.00 (-100%)     |
| 51               | Interest Skipton Building Society | 1,500.00          | 3,269.53          | 1,769.53         |          |        |          | 1,769.53 (117%)        |
| 52               | s106                              |                   |                   |                  |          |        |          | (N/A)                  |
| 53               | Donation                          |                   | 190.01            | 190.01           |          |        |          | 190.01 (N/A)           |
| 56               | Grant CW&C                        |                   |                   |                  |          |        |          | (N/A)                  |
| 59               | Old Youth Club                    |                   |                   |                  |          |        |          | (N/A)                  |
| 62               | CCLA Interest                     | 4,000.00          | 7,491.10          | 3,491.10         |          |        |          | 3,491.10 (87%)         |
| 65               | Pool Ground Rent                  |                   | 60.00             | 60.00            |          |        |          | 60.00 (N/A)            |
| 66               | RRPP Repairs                      |                   | 368.00            | 368.00           |          |        |          | 368.00 (N/A)           |
| 68               | Lessee                            |                   | 70.00             | 70.00            |          |        |          | 70.00 (N/A)            |
| <b>SUB TOTAL</b> |                                   | <b>152,396.00</b> | <b>149,527.39</b> | <b>-2,868.61</b> |          |        |          | <b>-2,868.61 (-1%)</b> |

## Youth

| Code             | Title            | Receipts |        |          | Payments        |        |                 | Net Position           |
|------------------|------------------|----------|--------|----------|-----------------|--------|-----------------|------------------------|
|                  |                  | Budgeted | Actual | Variance | Budgeted        | Actual | Variance        | +/- Under/over spend   |
| 43               | Youth Activities |          |        |          | 3,000.00        |        | 3,000.00        | 3,000.00 (100%)        |
| <b>SUB TOTAL</b> |                  |          |        |          | <b>3,000.00</b> |        | <b>3,000.00</b> | <b>3,000.00 (100%)</b> |

## Summary

|                    |                   |                   |                  |                   |                   |                  |                        |
|--------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|------------------------|
| <b>NET TOTAL</b>   | <b>152,396.00</b> | <b>150,000.61</b> | <b>-2,395.39</b> | <b>163,960.00</b> | <b>108,772.91</b> | <b>55,187.09</b> | <b>52,791.70 (16%)</b> |
| <b>V.A.T.</b>      |                   | <b>12,726.67</b>  |                  |                   | <b>16,943.45</b>  |                  |                        |
| <b>GROSS TOTAL</b> |                   | <b>162,727.28</b> |                  |                   | <b>125,716.36</b> |                  |                        |

Weaverham Parish Council  
Cost Centre Year Comparison Summary  
All Cost Centres and Codes

| Code Title                             | Receipts (Current Year) |        | Payments (Current Year) |           | Receipts (Last Year) |        | Payments (Last Year) |           |
|----------------------------------------|-------------------------|--------|-------------------------|-----------|----------------------|--------|----------------------|-----------|
|                                        | Budgeted                | Actual | Budgeted                | Actual    | Budgeted             | Actual | Budgeted             | Actual    |
| Administration                         |                         |        |                         |           |                      |        |                      |           |
| Clerk's Salary                         |                         |        | 23,000.00               |           |                      |        | 19,000.00            |           |
| Employer's NIC                         |                         |        | 1,200.00                |           |                      |        | 1,150.00             |           |
| Employer Pension Contributions         |                         |        | 1,000.00                |           |                      |        | 900.00               |           |
| Mileage & Travel                       |                         |        | 100.00                  |           |                      |        | 50.00                |           |
| Training & Conferences                 |                         |        | 500.00                  | 350.00    |                      |        | 500.00               | 110.00    |
| Subscriptions                          |                         |        | 2,400.00                | 1,730.66  |                      |        | 2,200.00             | 2,273.87  |
| Room Hire                              |                         |        | 1,000.00                | 1,000.00  |                      |        | 1,000.00             | 1,016.00  |
| Insurance                              |                         |        | 2,800.00                | 2,891.49  |                      |        | 2,500.00             | 2,857.33  |
| Office Lease                           |                         |        | 3,000.00                | 3,000.00  |                      |        | 3,000.00             | 3,000.00  |
| General Office Costs (Inc PAT Testing) |                         | 16.08  | 450.00                  | 1,198.76  |                      |        | 450.00               | 253.30    |
| Phone, Fax, Internet & Website         |                         | 0.04   | 1,650.00                | 1,816.40  |                      |        | 1,650.00             | 3,922.35  |
| Legal & Professional Fees              |                         |        | 1,000.00                |           |                      |        | 500.00               | 849.00    |
| Audit Fees                             |                         |        | 1,500.00                | 1,618.50  |                      |        | 1,500.00             | 1,017.50  |
| Weaverham News                         |                         |        | 1,800.00                | 1,800.00  |                      |        | 1,500.00             | 1,800.00  |
| Annual Local Donations                 |                         |        | 2,000.00                | 815.00    |                      |        | 2,000.00             | 800.00    |
| Rose Fete                              |                         |        | 600.00                  | 600.00    |                      |        | 600.00               | 600.00    |
| WHS Prizes                             |                         |        | 160.00                  | 160.00    |                      |        | 160.00               | 792.50    |
| Civic Ceremonies                       |                         |        | 1,000.00                | 833.75    |                      |        | 200.00               | 9.99      |
| Equipment Purchases                    |                         |        | 500.00                  | 785.50    |                      |        | 300.00               |           |
| Youth Leader Funding                   |                         |        | 5,200.00                | 5,000.00  |                      |        | 5,200.00             | 5,000.00  |
| Community Pool                         |                         |        | 10,000.00               | 10,833.29 |                      |        | 10,000.00            | 9,166.63  |
| Elections                              |                         |        | 1,000.00                |           |                      |        | 1,000.00             | 591.00    |
| Cemetery                               |                         |        | 1,000.00                | 800.79    |                      |        | 1,000.00             | 801.15    |
| Youth Club Utilities                   |                         |        | 1,500.00                | 751.09    |                      |        |                      | 441.95    |
| Old Youth Club Premises                |                         |        |                         | 1,819.15  |                      |        |                      |           |
| Weaverham High School                  |                         |        |                         | 25.00     |                      |        |                      | 1,130.28  |
| Community Centre Lease                 |                         | 1.00   |                         |           |                      |        |                      |           |
| SUB TOTAL                              |                         | 17.12  | 64,360.00               | 37,829.38 |                      |        | 56,360.00            | 36,432.85 |
| Environment                            |                         |        |                         |           |                      |        |                      |           |
| Maintenance Contract                   |                         |        | 13,000.00               | 11,780.03 |                      |        | 13,000.00            | 11,779.78 |
| Christmas                              |                         |        | 8,000.00                | 5,989.00  |                      |        | 8,000.00             | 5,200.00  |
| RoSPA                                  |                         |        | 300.00                  | 262.00    |                      |        | 250.00               | 249.50    |
| LHF Fence                              |                         |        | 1,000.00                |           |                      |        | 1,000.00             |           |
| Additional Grounds Maintenance         |                         | 456.10 | 5,000.00                | 4,495.73  |                      |        | 5,000.00             | 3,742.50  |
| Russet Road Play Park                  |                         |        | 5,000.00                | 368.00    |                      |        | 5,000.00             | 8,621.14  |
| CCTV                                   |                         |        | 500.00                  |           |                      |        | 500.00               |           |

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Weaverham Parish Council  
Cost Centre Year Comparison Summary  
All Cost Centres and Codes

| Code Title                         | Receipts (Current Year) |            | Payments (Current Year) |           | Receipts (Last Year) |            | Payments (Last Year) |            |
|------------------------------------|-------------------------|------------|-------------------------|-----------|----------------------|------------|----------------------|------------|
|                                    | Budgeted                | Actual     | Budgeted                | Actual    | Budgeted             | Actual     | Budgeted             | Actual     |
| Flowers and Bulbs                  |                         |            | 500.00                  |           |                      |            | 500.00               | 140.00     |
| Plantation                         |                         |            | 500.00                  |           |                      |            | 500.00               |            |
| Former Dr's Car Park               |                         |            | 200.00                  |           |                      |            | 200.00               |            |
| Community Pride Competition        |                         |            | 100.00                  |           |                      |            | 100.00               |            |
| Tree Survey/Maintenance            |                         |            | 4,000.00                |           |                      |            | 4,000.00             | 1,750.00   |
| Bonfire & Fireworks                |                         |            | 4,500.00                | 1,550.00  |                      |            | 4,500.00             | 3,125.00   |
| Landscaping                        |                         |            | 2,500.00                |           |                      |            | 15,000.00            |            |
| Defibrillator                      |                         |            | 500.00                  | 1,868.00  |                      |            | 500.00               | 127.00     |
| Village Improvements               |                         |            |                         | 640.00    |                      |            |                      | 1,973.00   |
| Play Equipment (RRPP Project)      |                         |            |                         |           |                      |            |                      | 154,111.68 |
| Speed Indicating Devices           |                         |            |                         |           |                      |            |                      | 489.03     |
| Climate Change Initiatives         |                         |            |                         |           |                      |            |                      |            |
| Events (Coronation)                |                         |            |                         |           |                      |            |                      |            |
| Events (D-Day 80)                  |                         |            | 8,000.00                | 4,290.10  |                      |            | 15,000.00            | 21,524.67  |
| Neighbourhood Plan                 |                         |            | 2,000.00                |           |                      |            |                      |            |
| Playing Fields Hire                |                         |            |                         |           |                      |            | 2,000.00             | 300.00     |
| Toilet Project                     |                         |            |                         |           |                      |            |                      |            |
| D Day 80                           |                         |            |                         |           |                      |            |                      |            |
| Former Youth Club Redevelopment    |                         |            | 1,000.00                | 1,000.00  |                      |            |                      |            |
| Cafe Toilet Project                |                         |            | 40,000.00               | 38,700.67 |                      |            |                      | 1,297.50   |
| SUB TOTAL                          |                         | 456.10     | 96,600.00               | 70,943.53 |                      | 300.00     | 75,050.00            | 214,430.80 |
| Income                             |                         |            |                         |           |                      |            |                      |            |
| Precept                            | 133,000.00              | 133,000.00 |                         |           | 127,168.00           | 127,168.00 |                      |            |
| Interest Government Bond           | 1,800.00                | 1,942.75   |                         |           | 12.00                | 1,935.01   |                      |            |
| Interest Santander Deposit Account |                         |            |                         |           | 12.00                | 6.66       |                      |            |
| Grant Members' Budget              |                         | 1,090.00   |                         |           |                      | 375.00     |                      |            |
| Allotment Rent                     | 96.00                   | 96.00      |                         |           | 96.00                | 96.00      |                      |            |
| Playing Fields                     | 1,500.00                | 1,950.00   |                         |           | 1,500.00             | 4,452.62   |                      |            |
| VAT Refund                         | 10,500.00               |            |                         |           |                      |            |                      |            |
| Interest Skipton Building Society  | 1,500.00                | 3,269.53   |                         |           |                      | 1,674.13   |                      |            |
| s106                               |                         |            |                         |           |                      |            |                      |            |
| Donation                           |                         | 190.01     |                         |           |                      | 85,940.92  |                      |            |
| Grant CW&C                         |                         |            |                         |           |                      | 400.00     |                      |            |
| Old Youth Club                     |                         |            |                         |           |                      | 247.50     |                      |            |
| CCLA Interest                      |                         | 7,491.10   |                         |           |                      |            |                      |            |
| Interest CCLA Account              | 4,000.00                |            |                         |           |                      | 1,649.66   |                      |            |
| Land Lease                         |                         |            |                         |           |                      | 20.00      |                      |            |
| Pool Ground Rent                   |                         | 60.00      |                         |           |                      |            |                      |            |

Weaverham Parish Council  
Cost Centre Year Comparison Summary  
All Cost Centres and Codes

| Code Title                  | Receipts (Current Year) |            | Payments (Current Year) |            | Receipts (Last Year) |            | Payments (Last Year) |            |
|-----------------------------|-------------------------|------------|-------------------------|------------|----------------------|------------|----------------------|------------|
|                             | Budgeted                | Actual     | Budgeted                | Actual     | Budgeted             | Actual     | Budgeted             | Actual     |
| Public Footpath Maintenance |                         | 368.00     |                         |            |                      | 3,900.00   |                      |            |
| RRPP Repairs                |                         | 70.00      |                         |            |                      |            |                      |            |
| Lessee                      |                         |            |                         |            |                      |            |                      |            |
| SUB TOTAL                   | 152,396.00              | 149,527.39 |                         |            | 128,788.00           | 227,865.50 |                      |            |
| Youth                       |                         |            |                         |            |                      |            |                      |            |
| Youth Activities            |                         |            | 3,000.00                |            |                      |            | 3,000.00             | 2,000.00   |
| SUB TOTAL                   |                         |            | 3,000.00                |            |                      |            | 3,000.00             | 2,000.00   |
| NET TOTAL                   | 152,396.00              | 150,000.61 | 163,960.00              | 108,772.91 | 128,788.00           | 228,165.50 | 134,410.00           | 252,863.65 |
| V.A.T.                      |                         | 12,726.67  |                         | 16,943.45  |                      | 48,883.41  |                      | 45,442.93  |
| GROSS TOTAL                 |                         | 162,727.28 |                         | 125,716.36 |                      | 277,048.91 |                      | 298,306.58 |

**Weaverham Parish Council**  
**Annual Return**

**Accounts for Year from 01/04/2024 to 31/03/2025**

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

\* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

|         |                                  | Year ending     |                 |
|---------|----------------------------------|-----------------|-----------------|
| Box No. | Description                      | 31/03/2024<br>£ | 31/03/2025<br>£ |
| 1       | Balances brought fwd             | 251,333.78      | 230,323.01      |
| 2       | Annual precept                   | 127,168.00      | 133,000.00      |
| 3       | Total other receipts             | 150,127.81      | 29,727.28       |
| 4       | Staff Costs                      | 0.00            | 0.00            |
| 5       | Loan interest/capital repayment: | 0.00            | 0.00            |
| 6       | Total other payments             | 298,306.58      | 125,716.36      |
| 7       | Balances carried forward         | 230,323.01      | 267,333.93      |
| 8       | Total Cash and Short Term Inve   | 230,323.01      | 267,333.93      |
| 9       | Total Fixed Assets and Long Ter  | 154,080.00      | 235,408.58      |
| 10      | Total Borrowings                 | 0.00            | 0.00            |

## Weaverham Parish Council

## ANNUAL RETURN - Section 2 : Statement of Accounts

## Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

| Box No. | Description                                  | 31/03/2024<br>£ | 31/03/2025<br>£ | Variance<br>£ | Variance<br>% | Explanation<br>Required? | Notes                                                                        |
|---------|----------------------------------------------|-----------------|-----------------|---------------|---------------|--------------------------|------------------------------------------------------------------------------|
| 1       | Balances brought fwd                         | 251333.78       | 230323.01       |               |               |                          | BALANCE B/F AGREES                                                           |
| 2       | Annual precept                               | 127168.00       | 133000.00       | 5832.00       | 5%            | No                       |                                                                              |
| 3       | Total other receipts                         | 150127.81       | 29727.28        | -120400.53    | 80%           | Yes                      | No significant grants received (minus 84356 FCC grant) Less VAT (-76548 net) |
| 4       | Staff Costs                                  | 0.00            | 0.00            | 0.00          | 0%            | No                       |                                                                              |
| 5       | Loan interest/capital repayments             | 0.00            | 0.00            | 0.00          | 0%            | No                       |                                                                              |
| 6       | Total other payments                         | 298306.58       | 125716.36       | -172590.22    | 58%           | Yes                      | Spent less on major projects (-124,032 net) and Events (-13,000)             |
| 7       | Balances carried forward                     | 230323.01       | 267333.93       | 37010.92      | 16%           | Yes                      |                                                                              |
| 8       | Total Cash and Short Term Investments        | 230323.01       | 267333.93       | 37010.92      | 16%           | Yes                      |                                                                              |
| 9       | Total Fixed Assets and Long Term Investments | 154080.00       | 235408.58       | 81328.58      | 53%           | Yes                      | Increase due to new play equipment being purchased.                          |
| 10      | Total Borrowings                             | 0.00            | 0.00            | 0.00          | 0%            | No                       |                                                                              |

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Weaverham Parish Council  
PAYMENTS - S.137 Entries

| Voucher | Code                   | Date       | Minute | Bank                      | Cheque No | Description                     | VAT Type | Net       | VAT      | Total     |
|---------|------------------------|------------|--------|---------------------------|-----------|---------------------------------|----------|-----------|----------|-----------|
| 27      | Events (D-Day 80)      | 29/05/2024 |        | Santander Current Account | 22528     | D-Day 80 Commemoration          | X        | 160.00    |          | 160.00    |
| 89      | Village Improvements   | 10/12/2024 |        | Santander Current Account | 22570     | Village Improvements            | S        | 640.00    | 128.00   | 768.00    |
| 119     | Christmas              | 05/02/2025 |        | Santander Current Account | 22593     | Christmas Trees                 | S        | 150.00    | 30.00    | 180.00    |
| 122     | Defibrillator          | 05/02/2025 | 109.6  | Santander Current Account | 22597     | Defib Heferston Rise            | S        | 1,868.00  | 373.60   | 2,241.60  |
| 86      | Civic Ceremonies       | 10/12/2024 |        | Santander Current Account | 22567     | Expenses for Remembrance Sunda) | S        | 640.00    | 128.00   | 768.00    |
| 37      | Weaverham News         | 21/06/2024 |        | Santander Current Account | 22531     | Weaverham News                  | X        | 450.00    |          | 450.00    |
| 64      | Weaverham News         | 09/09/2024 |        | Santander Current Account | 22553     | Weaverham News                  | X        | 450.00    |          | 450.00    |
| 91      | Weaverham News         | 10/12/2024 |        | Santander Current Account | 22573     | Weaverham News                  | X        | 450.00    |          | 450.00    |
| 142     | Weaverham News         | 17/03/2025 | 171.3  | Santander Current Account | 25584     | Weaverham News                  | Z        | 450.00    |          | 450.00    |
| 94      | Christmas              | 10/12/2024 |        | Santander Current Account | 22576     | Christmas Trees                 | S        | 1,220.00  | 244.00   | 1,464.00  |
| 21      | Events (D-Day 80)      | 17/05/2024 |        | Santander Current Account | 22522     | Fireworks                       | S        | 1,297.50  | 259.50   | 1,557.00  |
| 80      | Bonfire & Fireworks    | 02/11/2024 |        | Santander Current Account | 22563     | Bonfire                         | S        | 1,550.00  | 310.00   | 1,860.00  |
| 92      | Christmas              | 10/12/2024 |        | Santander Current Account | 22574     | Christmas Lights                | S        | 4,619.00  | 923.80   | 5,542.80  |
| 24      | Events (D-Day 80)      | 20/05/2024 |        | Santander Current Account | 22525     | D-Day 80 Commemoration          | S        | 22.92     | 4.58     | 27.50     |
| 76      | Civic Ceremonies       | 28/10/2024 |        | Santander Current Account | 22560     | Expenses for Remembrance Sunda) | S        | 43.75     | 8.75     | 52.50     |
| 100     | Civic Ceremonies       | 12/12/2024 |        | Santander Current Account | 122580    | Expenses for Remembrance Sunda) | Z        | 150.00    |          | 150.00    |
| 10      | Annual Local Donations | 22/04/2024 |        | Santander Current Account | 22515     | Donation                        | X        | 200.00    |          | 200.00    |
| 12      | Annual Local Donations | 22/04/2024 |        | Santander Current Account | 22517     | Donation                        | X        |           |          |           |
| 13      | Annual Local Donations | 22/04/2024 |        | Santander Current Account | 22517     | Donation                        | X        | 200.00    |          | 200.00    |
| 13      | Rose Fete              | 22/04/2024 |        | Santander Current Account | 22517     | Donation                        | X        | 600.00    |          | 600.00    |
| Total   |                        |            |        |                           |           |                                 |          | 15,161.17 | 2,410.23 | 17,571.40 |

**Weaverham Parish Council**  
**Reserves Balance**  
**2024-2025**

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| <u>Reserve</u>                | <u>OpeningBalance</u> | <u>Transfers</u>  | <u>Spend</u> | <u>Receipts</u> | <u>CurrentBalance</u> |
|-------------------------------|-----------------------|-------------------|--------------|-----------------|-----------------------|
| <b>Earmarked</b>              |                       |                   |              |                 |                       |
| Village Improvements          | 31,377.80             |                   |              |                 | 31,377.80             |
| Play Park Renewal Project     |                       |                   |              |                 | 0.00                  |
| Speed Indicating Devices      | 4,200.00              |                   |              |                 | 4,200.00              |
| Energy Saving Initiatives     | 12,500.00             |                   |              |                 | 12,500.00             |
| Former Youth Club Redeveloppr | 122,000.00            | 29,256.13         |              |                 | 151,256.13            |
| Former Youth Club Redeveloppr | 122,000.00            | -122,000.00       |              |                 | 0.00                  |
| Cafe/ Toilet Project          |                       | 10,000.00         |              |                 | 10,000.00             |
| Wages/ NI                     |                       | 8,000.00          |              |                 | 8,000.00              |
| Winter Maintenance            |                       | 10,000.00         |              |                 | 10,000.00             |
| <b>Total Earmarked</b>        | <b>292,077.80</b>     | <b>-64,743.87</b> |              |                 | <b>227,333.93</b>     |
| <b>TOTAL RESERVE</b>          | <b>292,077.80</b>     | <b>-64,743.87</b> |              |                 | <b>227,333.93</b>     |
| <b>GENERAL FUND</b>           |                       |                   |              |                 | <b>40,000.00</b>      |
| <b>TOTAL FUNDS</b>            |                       |                   |              |                 | <b>267,333.93</b>     |

## Weaverham Parish Council Risk Assessment

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council”**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Weaverham Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

### FINANCIAL AND MANAGEMENT

| Subject  | Risk(s) identified                                                             | H/M/L | Management/control of Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Review/Assess/Revise                          |
|----------|--------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Precept  | Adequacy of precept in order for the Council to carry out its Statutory duties | L     | To determine the precept amount required, the Council regularly receives budget update information monthly.<br>At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cheshire West and Chester Borough Council.<br>The figure is submitted by the Clerk in writing.<br>The Clerk informs the Council when the monies are received. | Existing procedure is adequate.               |
| Training | RFO/Councillors are inadequately trained.                                      | L     | To assess need of RFO/Councillors within the financial constraints/obligations of the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Set up training register and review annually. |

|                        |                                                |            |                                                                                                                                                                                   |                                                                                                                                                                                   |
|------------------------|------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial Records      | Inadequate records<br>Financial irregularities | L<br>L     | The Council has Financial Regulations which sets out the requirements.                                                                                                            | Existing procedures are adequate<br>Review the Financial regulations when necessary                                                                                               |
| Bank and banking       | Inadequate checks<br>Banks mistakes            | L<br>L     | The Council has Financial Regulations which set out banking requirements.<br>Monthly bank reconciliation                                                                          | Existing procedures are adequate.<br>Existing procedures are adequate.                                                                                                            |
| Reporting and auditing | Information communication<br><br>Compliance    | L<br><br>L | Financial information is a regular agenda item (Finance Report) and discussed/reviewed/approved at each Parish Council meeting.<br><br>Auditing takes place on an annual basis    | Existing procedures are adequate.<br><br>Council to ensure that it has an Internal Auditor to undertake the audit.<br><br>External Auditor audits accounts annually, as required. |
| Grants                 | Receipt of grant                               | L          | The Parish Council does not presently receive any regular grants. However, all such receipts would go through the Council's required process of approval and minuted accordingly. | Existing procedures are adequate.                                                                                                                                                 |
| Charges-receivable     | Receipt of payments                            | L<br>L     | The Parish Council collects allotment rents in August each year. Allotment holders have signed agreements.                                                                        | Existing procedure is adequate.                                                                                                                                                   |

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|                            |                                                      |   | Invoices for use of Parish assets are issued in advance of charge period.                                                                                                                                                                                                                                                                                       | Existing procedure is adequate.                                                  |
| Charges-leases             | Payment of lease                                     | L | The Parish Council leases its office from Weaverham Community Association on an annual basis.                                                                                                                                                                                                                                                                   | Existing procedure is adequate                                                   |
| Grants and support payable | Power to pay authorisation of council to pay         | L | All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.                                                                                                                                                                                               | Existing procedure is adequate.                                                  |
| Best value accountability  | Work awarded incorrectly.                            | L | Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council. Financial limits are identified in the Financial Regulations. | Existing procedure is adequate.<br>Include when reviewing Financial regulations. |
|                            | Overspend on services.                               | M |                                                                                                                                                                                                                                                                                                                                                                 |                                                                                  |
| Salaries and assoc. costs  | Salary paid incorrectly.                             | L | Payment of salaries are made by cheque and two authorised bank signatories are needed to sign it.                                                                                                                                                                                                                                                               | Existing procedure is adequate.                                                  |
|                            | Pension arrangements not compliant with legislation. | L | All new employees must be registered with a Pension Provider.                                                                                                                                                                                                                                                                                                   | Existing procedure is adequate.                                                  |
|                            | Unpaid Tax to Inland Revenue.                        | L | HMRC Payments are made by cheque and two authorised bank signatories are needed to sign it.                                                                                                                                                                                                                                                                     | Existing procedure is adequate.                                                  |
| Employees                  | Fraud by staff                                       | L | Requirements of Zurich Insurance adhered to with regards to fraud.                                                                                                                                                                                                                                                                                              | Existing procedures are adequate.                                                |
|                            | Health and safety                                    | L |                                                                                                                                                                                                                                                                                                                                                                 |                                                                                  |

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| VAT                                           |                                                        |        | All employees to be provided with adequate direction and safety equipment needed to undertake their roles.                                                                                                                                                                      | Monitor health and safety requirements and insurance annually.                   |
|                                               | Reclaiming/charging                                    | L      | The Council has Financial Regulations which set out the requirements.                                                                                                                                                                                                           | Existing procedures are adequate                                                 |
| Annual Return                                 | Submit within time limits                              | L      | Employers Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame. | Existing procedures are adequate.                                                |
| Legal Powers                                  | Illegal activity or payments                           | L      | All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.                                                                | Existing procedures are adequate                                                 |
| Minutes/agendas/ Notices Statutory Documents` | Accuracy and legality                                  | L      | Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements.                                                                                                                                                                     | Existing procedures adequate.                                                    |
|                                               | Business conduct                                       | L      | Minutes are approved and signed at the next Council meeting.<br>Agenda displayed according to legal requirements.<br>Business conducted at Council meetings should be managed by the Chair                                                                                      | Members adhere to Code of Conduct                                                |
| Members interests                             | Conflict of interests<br>Register of members interests | L<br>M | Declarations of interest by members at Council meetings.<br>Register of members' interests forms reviewed regularly.                                                                                                                                                            | Existing procedures adequate.<br>Members take responsibility to update register. |

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| Insurance              | Adequacy<br>Cost<br>Compliance<br>Fidelity Guarantee        | L<br>L<br>L<br>M | An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.                                                                                                         | Existing procedure adequate.<br>Insurance reviewed annually. |
| Data protection        | Policy provision                                            | L                | The Parish Council is registered with the ICO.                                                                                                                                                                                                                                                               | Ensure annual renewal of registration                        |
| Freedom of Information | Policy Provision                                            | L<br><br>M       | The Council has a Model Publication scheme in place. To date there has been a request from one person under FOI.<br>The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours. | Monitor any requests made under FOI                          |
| Supplier Fraud         | Disclosure of sensitive company information                 | M                | Training provided to staff to ensure they are aware of the risks and how to deal with such requests                                                                                                                                                                                                          | Ensure that staff undertake appropriate training             |
|                        | Inadequate checks of changes to supplier details            | M                | All changes to supplier details to be independently verified with the supplier before implementing any changes                                                                                                                                                                                               | Ensure that staff undertake appropriate training             |
|                        | Dormant supplier details used to secure fraudulent payments | L                | Supplier accounts to be reviewed annually to remove any accounts that are dormant.                                                                                                                                                                                                                           | Ensure that staff undertake appropriate training             |
|                        | New supplier not being a solvent and bona fide company.     | M                | All new supplier's details e.g. address, financial health to be checked with Companies House, HMRC/VAT prior to awarding a contract or making a payment.                                                                                                                                                     | Ensure staff undertake appropriate training                  |

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|                                    | Online payments not being paid to supplier's bank account | M           | Clerk enters payment and two signatories approve the payment.                                                                                                                                                                                                                                     | Ensure staff undertake appropriate training.<br>Online payments are not currently used. |
| <b>PHYSICAL EQUIPMENT OR AREAS</b> |                                                           |             |                                                                                                                                                                                                                                                                                                   |                                                                                         |
| Assets                             | Loss or damage Risk/damage to third party(ies) property   | L<br>L      | An annual review of assets is undertaken for insurance provision                                                                                                                                                                                                                                  | Existing procedures adequate                                                            |
| Maintenance                        | Poor performance of assets or amenities                   | L           | All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.                                                     | Existing procedures adequate                                                            |
| Notice Board                       | Risk of damage                                            | L           | The Parish Council currently has four noticeboards. No formal inspection procedures are in place, but they are checked as new notices are put up and any reports of damage and faults are reported to the Parish Council and dealt with in accordance with the correct procedures of the Council. | Existing procedures adequate                                                            |
| Meeting locations                  | Adequacy Health & Safety                                  | L<br>M      | The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.                                                                                                                                                            | Existing procedures adequate                                                            |
| Council records – paper            | Loss through:<br>Theft<br>Fire<br>damage                  | L<br>M<br>L | The Parish Council records are stored in the Parish Office at the Community Centre. Records include historical correspondences, minutes, insurance and bank records. Any 'loans' of records are recorded.                                                                                         | Damage (apart from fire) and theft is unlikely and so provision is adequate.            |

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| Council records –<br>electronic | Loss through:<br>Theft, fire damage or<br>corruption of computer | L<br>M | The Parish Council electronic records are stored on the Council laptop which is password and PIN protected and kept in the Council Office in a lockable cupboard. Backups of electronic data are made at regular intervals and kept off site. | Existing procedures<br>considered adequate |
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