



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

To be held at Weaverham Community Centre, Russet Road, Weaverham  
on  
**Monday 9<sup>th</sup> June 2025 at 7.15pm.**

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

**AGENDA**

- F01. To appoint a Chairman
- F02 To appoint a Vice Chairman
- F03 Welcome and to receive **apologies** for absence.
- F04. **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.
- F05. To **receive** any declarations of new interest.
- F06. To **approve** minutes of meeting held on 14<sup>th</sup> April 2025.
- F07 **Accounts:**
  - F07.1 To recommend **approval** of the accounts for May 2025.
  - F07.2 To recommend **approval** of cheque payments as per cheque payment report.
- F08 To **note** reduced interest rate from Skipton Building Society.
- F09 To **review & approve** Terms of Reference for committees.
- F10 To **review & approve** Delegated Authorities.
- F11 To **review & approve** Financial Regulations.
- F12 To **approve** Council efficiency working group terms of reference.
- F13 **Clerks' Update.** The Clerk to update the Committee on any matters.
- F14. To **confirm** the date of the next meeting, 14<sup>th</sup> July 2025.

Signed

A handwritten signature in black ink, appearing to be 'A Morgan', written over a horizontal line.

Adrian Morgan,  
Clerk



## MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING

Held at

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

on

Monday 14<sup>th</sup> April 2025 at 7.15pm

Clerk Adrian Morgan

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

Tel: 01606 854451

Present: Cllrs John Freeman (JF) Chair, Peter Wilkinson (PW)

### **This meeting was recorded.**

F52. **Public Open Forum** No members of the public were present.

F53. **No apologies** were received.

F54. No new declarations of interest were received.

F55. Minutes of meeting held on 17<sup>th</sup> March 2025 were approved.

#### F56 **Accounts:**

F56.1 The accounts for March 2025 were recommend for **approval**.

F56.2 The Statement of Account for fiscal year ending 31<sup>st</sup> March 2025 was recommended for **approval**.

F56.3 The year end closing budget for 2024/25 financial year was recommended for **approval**. The variances were **noted**.

F56.4 The **variances** between fiscal year 2023/24 and 2024/25 were **noted**.

F56.5 The AGAR 2024 /25 fiscal year was recommend for **approval**.

F56.6 The S137 payments for year ending 31<sup>st</sup> March 2025 were recommended for **approval**.

F56.7 There were no S106 payments received for year ending 31<sup>st</sup> March 2025 **noted**

F56.8 The Earmarked Reserves and General Fund balances for year ending 31<sup>st</sup> March 2025 was recommended for **approval**.

F57 The Council Risk Assessment was recommended for **approval**.

F58. The annual subscription of the Mid Cheshire Foot Path Society subscription £8 was recommended for **approval**.

F59. The membership subscription for ChALC of £1,592.00 was recommended for **approval**.

F60 The membership of SLCC Society of Local Council Clerks subscription £180.00 was recommended for **approval**.

F59 **Clerks' Update.** The Clerk updated the Committee on the following matters.

F59.1 **Reimbursable Expenses**, Council Minute 171.3 24th March 2025 asked the Clerk to clarify the correct way of recording expense. The auditor has advised that transactions for the reimbursement of expenses for the Clerk & Councillors are to be treated as a

reimbursable expense. Therefore, the report must state the name of the person who has received payment and not the name of the supplier. This has no effect on the claiming of VAT **noted**.

F59.2 The accounts in scribe can be closed and a new financial year period created **noted**.

F59.3 To **note** Clerk is on holiday 2<sup>nd</sup> May to 12<sup>th</sup> May 2025.

F59.4 A sign has been ordered for the Youth Club Car park costing £70 +VAT **noted**

F60. To **confirm** the date of the next meeting, 12<sup>th</sup> May 2025.

**Meeting closed at 7.52pm**

Signed as a true record.

Name .....

Signature .....

Date .....

Weaverham Parish Council Bank Reconciliation  
as at 31st May 2025

as per Scribe

Opening Balance	£142,079.97
Closing Balance	£135,322.07
	-£6,757.90

Bank

Opening Balance	£146,932.88
Closing Balance	£139,460.39

Income

Date	Contact Name	Detail	Net	VAT
06 May 2025	SN&I	Interest	139.33	139.33
02 May 2025	CCLA	Interest	438.59	438.59
			<u>577.92</u>	<u>577.92</u>

Weaverham Parish Council

as at 31st May 2025

WPC Current Ac	Scribe	Bank	Diff
WPC Deposit Ac	135,322.07	139,460.39	
WPC Government Bond	0.00	0.00	
Skipton 120-Day Account	52,000.00	52,000.00	
CCLA Account	93,466.53	93,466.53	
	120,034.52	120,034.52	
	<u>400,823.12</u>	<u>404,961.44</u>	4,138.32

VAT ( to be re claimed)

931.80

Cheques to Clear

No

Amount

25577 Cheshire Groundcare Ltd	1,178.00
25585 Euro Digital	48.68
25588 Weaverham Academy	500.00
25597 ChALC	1,595.00
25599 Mdi Cheshire Footpath Soc	8.00
25604 RoSPA	321.60
25606 A Mogan	187.04
25608 1st Owley Wood Scout Group	300.00
	<u>4,138.32</u>

0.00

Approved

Chairman

F&P Committee Meeting

Date

Chairman

Parish Council Meeting

Date

## Weaverham Parish Council

(5)

Prepared by: *A. M. M. M.*  
*Name and Role (Clerk/RFO etc)*

Date: 3/6/25

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

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

<b>Bank Reconciliation at 31/05/2025</b>			
	Cash in Hand 01/04/2025		267,333.93
	<b>ADD</b>		
	Receipts 01/04/2025 - 31/05/2025		145,332.98
			412,666.91
	<b>SUBTRACT</b>		
	Payments 01/04/2025 - 31/05/2025		11,843.79
<b>A</b>	<b>Cash in Hand 31/05/2025</b> (per Cash Book)		<b>400,823.12</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2025	0.00	
	Santander Current Account 31/05/2025	139,460.39	
	Skipton Building Society 120-Day £ 31/05/2025	93,466.53	
	Government Bond Account 31/05/2025	52,000.00	
	CCLA Account 31/05/2025	120,034.52	
			<b>404,961.44</b>
	Less unrepresented payments		4,138.32
			400,823.12
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>400,823.12</b>
	<b>A = B Checks out OK</b>		

Weaverham Parish Council  
PAYMENTS LIST

3 June 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
15	Annual Local Donations	13/05/2025	204.1	Santander Current A/	25594	Donation	1st Weaverham Sea Scouts	Z	250.00		250.00
16	Annual Local Donations	13/05/2025	219.3	Santander Current A/	25595	Donation	Weaverham Community As	Z	200.00		200.00
17	Rose Fete	13/05/2025		Santander Current A/	25596	Donation	Weaverham Rose Fete Con	Z	600.00		600.00
18	Subscriptions	13/05/2025	206	Santander Current A/	25597	Subscription	ChALC	Z	1,595.00		1,595.00
19	Subscriptions	13/05/2025	206	Santander Current A/	25598	Subscription	Adrian Morgan	Z	255.00		255.00
20	Subscriptions	13/05/2025	205	Santander Current A/	25599	Subscription	Mid-Cheshire Footpath Soc	Z	8.00		8.00
21	Phone, Fax, Internet & Website	13/05/2025	14.2	Santander Current A/	25600	IT Services	Avoira Ltd	S	30.00	6.00	36.00
21	Phone, Fax, Internet & Website	13/05/2025	14.2	Santander Current A/	25600	IT Services	Avoira Ltd	S	15.00	3.00	18.00
21	Phone, Fax, Internet & Website	13/05/2025	14.2	Santander Current A/	25600	IT Services	Avoira Ltd	S	32.07	6.41	38.48
21	Phone, Fax, Internet & Website	13/05/2025	14.2	Santander Current A/	25600	IT Services	Avoira Ltd	S	26.52	5.30	31.82
22	VE & VJ Day Event	13/05/2025	14.2	Santander Current A/	25601	EV & VJ day Event	John Freeman	Z	885.73		885.73
23	VE & VJ Day Event	13/05/2025	14.2	Santander Current A/	25607	EV & VJ day Event	The Swinging Woodpecker	Z	750.00		750.00
24	Room Hire	13/05/2025	14.2	Santander Current A/	25603	Room Hire	Weaverham Community As	Z	162.00		162.00
25	RoSPA	13/05/2025	14.2	Santander Current A/	25604	RRPP Inspection	RoSPA (Playsafety Ltd)	S	268.00	53.60	321.60
26	Maintenance Contract	13/05/2025	14.2	Santander Current A/	25605	Maintenance Contract	Cheshire Groundcare Ltd	S	981.67	196.33	1,178.00
27	Mileage & Travel	21/05/2025	14.2	Santander Current A/	25606	Expenses	Adrian Morgan	Z	44.85		44.85
27	Annual Assembly	21/05/2025	14.2	Santander Current A/	25606	Expenses	Adrian Morgan	S	60.47	12.09	72.56
27	Chair Allowance	21/05/2025	14.2	Santander Current A/	25606	Expenses	Adrian Morgan	S	23.32	4.66	27.98
27	Chair Allowance	21/05/2025	14.2	Santander Current A/	25606	Expenses	Adrian Morgan	S	34.71	6.94	41.65
28	Annual Local Donations	22/05/2025	16.5	Santander Current A/	25608	Donation	1st Owley Wood Scout Gro	Z	300.00		300.00
29	Subscriptions	07/05/2025		Santander Current A/	DD 07/05/25	Subscription	Woodland Trust	Z	8.00		8.00
30	Youth Club Utilities	12/05/2025		Santander Current A/	DD 12/05/25	Old Youth Club Utilities	Scottish Power	L	69.10	3.46	72.56
Total									6,599.44	297.79	6,897.23

3/6/25



Weaverham Parish Council  
RECEIPTS LIST

3 June 2025 (2025-2026)

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
8 Interest Government Bond	06/05/2025		Santander Current A		Interest	National Savings & Investm	Z	139.33		139.33
9 CCLA Interest	02/05/2025		CCLA Account		Interest	CCLA	Z	438.59		438.59
Total								577.92		577.92

3/6/25



Reconcile Bank

Bank reconciliation is the process of matching the balances in your accounting records to the corresponding information on a bank statement. The goal of this process is to ascertain the differences between the two, and to book changes to the accounting records as appropriate.



Bank to be reconciled\*

Santander Current Account

Cashed Date (to apply to transactions selected)\*

dd/mm/yyyy

Balance as per bank statement\*

Balance in Scribe Accounts

135322.07

Payments not cashed (Add)

4138.32

Receipts not cashed (Subt)

0.00

Scribe calculated statement balance

139460.39

Bank Statement Balance

0.00

Difference

139460.39

Payments

Search:

Cashed	Voucher ID	Voucher Date	Invoice/Order No	Cheque No	Total	Supplier
<input type="checkbox"/>	135	04/03/2025	SI 5607	25577	1178.00	Cheshire Groundcare Ltd
<input type="checkbox"/>	143	18/03/2025	139983	25585	48.68	Euro Digital Systems
<input type="checkbox"/>	2	15/04/2025		25588	500.00	Weaverham Primary Academy
<input type="checkbox"/>	18	13/05/2025		25597	1595.00	ChALC
<input type="checkbox"/>	20	13/05/2025		25599	8.00	Mid-Cheshire Footpath Society
<input type="checkbox"/>	25	13/05/2025		25604	321.60	RoSPA (Playsafety Ltd)
<input type="checkbox"/>	27	21/05/2025		25606	187.04	Adrian Morgan
<input type="checkbox"/>	28	22/05/2025		25608	300.00	1st Owley Wood Scout Group

Receipts  
No items

325B



Tees For Weaverham Parish Council  
The Clerk Weaverham Community Centre  
Russet Road Weaverham  
Northwich  
Cheshire  
CW8 3HY

32500B/00715/1/196147

Our reference: BOERATE

Date: 20 May 2025

Dear Sir/Madam

## We're reducing your savings interest rate(s)

We're reducing your savings interest rate. The Bank of England have recently reduced their base rate, and we've made the difficult decision to reduce the rates on some of our savings accounts.

Part of our aim is to offer long term good value while continuing to manage costs for both savings and mortgage members. Most of our accounts don't directly track the Bank of England base rate but we need to make sure our interest rates are sustainable over the long term.

The interest rate on your below savings account(s) will reduce on 9 June 2025. More information about the reasons for varying rates can be found in our Savings Account Terms and Conditions.

Account number	Account name	Current interest rate	New interest rate
995472060	120 Day Notice Issue 8 A	3.15% gross pa/AER <sup>^</sup> variable.	2.90% gross pa/AER <sup>^</sup> variable.

### Notice Savings accounts

Any notice account shown in the table above can be closed or moved from this account to another account without giving us notice or incurring a penalty for 30 calendar days from the date of this letter.

### Next steps

- If you're comfortable with this change, you don't need to do anything.
- If you'd like to close an account, review plans with us or move to a different provider, please get in touch using the details provided below.

You can compare our savings accounts and rates by visiting [skipton.co.uk/savings/compare-all-savings-rates](https://skipton.co.uk/savings/compare-all-savings-rates). Our product range and rates can change quickly so it's a good idea to check this regularly.

For independent information about savings, please visit [moneyhelper.org.uk/en/savings](https://moneyhelper.org.uk/en/savings)

### Getting in touch

If you need to contact us, you can get in touch by:

- Calling 0345 608 0783
- Live web chat at [skipton.co.uk](https://skipton.co.uk)

We're here to help from 8am to 6pm Monday to Thursday, 8am to 5.30pm Friday and 9am to 12 noon Saturday.

[skipton.co.uk](https://skipton.co.uk)