

ARTHURET PARISH COUNCIL

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16 October, 2024

Dear Councillor,

You are summoned to a Meeting of the **FINANCE, STAFF AND GENERAL PURPOSES COMMITTEE** of **ARTHURET PARISH COUNCIL** which will be held in the **PARISH COUNCIL OFFICES, LONGTOWN** on **MONDAY, 21st OCTOBER 2024** at **7.00 p.m.**

The meeting is open to the press and members of the public.

Nicola Rushworth

Clerk

AGENDA

1. **ELECTION OF OFFICE BEARERS –**
 - 1.1 **CHAIRMAN** – To receive and consider nominations.
 - 1.2 **VICE CHAIRMAN** – To receive and consider nominations.
2. **APOLOGIES FOR ABSENCE** – To receive apologies and approve reasons for absence.
3. **REQUESTS FOR DISPENSATIONS** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
5. **PUBLIC PARTICIPATION**
To receive comments and representations from members of the public in relation to any item on the Agenda.
6. **FINANCIAL MATTERS -**
 - 6.1 **BANK RECONCILIATION TO 24th SEPTEMBER 2024** – To receive a Report by the RFO. (copy herewith)
 - 6.2 **FINANCIAL TRANSACTIONS** - To receive a Report by the RFO. (copy herewith)
 - 6.3 **EXPENDITURE TO APPROVE** – To approve the expenditure detailed.
(Schedule of payments herewith)
 - 6.4 **FINANCIAL ASSISTANCE**
To consider any grant applications from the community pot. (None at time of agenda publication)

6.5 MONITORING REPORT – To receive a report from the RFO detailing the income and expenditure against the budget to 24th September 2024.

7. BUDGET 2025/26 -

7.1 To consider any projects that may impact the 2025/26 budget.

7.2 To consider how to build a general reserve and agree an amount for the 2025/26 budget.

Members to note the following:-

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

JPAG (March 2024 edition) advises: The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent.

Currently Arthuret Parish Council has no general reserves.

8. S106 FUNDING

To receive a report from the RFO on the s106 funding available to the Parish Council.
(Copy to follow)

9. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To consider resolving, in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted (staffing matters), it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

10. STAFFING MATTERS –

10.1 CONTRACTS OF EMPLOYMENT

Members to consider the draft contracts of employment for the Clerk and RFO (drawn up by the RFO) as formal contracts of employment have still not been received. (Copies circulated to members)

10.2 STAFF HOURS

To receive information on current working hours for the Clerk and RFO and consider an increase either with immediate effect or from commencement of the next financial year. (Current hours for the Clerk and RFO are 14 each per week, previous Clerk/RFO employed at 35 hours per week)

10.3 OTHER STAFFING ISSUES

To raise and consider any other issues relating to parish council employees.

ARTHURET PARISH COUNCIL

BANK RECONCILIATIONS AT 24th SEPTEMBER 2024

BARCLAYS CURRENT ACCOUNT - 70122297

Balance b/f at 24/8/24	-323.30		
Transfers from 40479306	5,596.50	Transfers to 40479306	2,161.18
Income	2,200.00	Expenditure	5,598.17
Written off		Balance c/f	-286.15
	<u>7,473.20</u>		<u>7,473.20</u>

Bank Reconciliation
Balance per statement @ 24.9.24 1,468.33

Less o/s cheques

P Kirrkup	b/f & c/f	705608	41.68
P Clulow		705623	160.00
Glasdon UK		705624	1030.21
Carlisle Business Supplies		705625	138.59
LAT Website		705634	384.00
		<u>1754.48</u>	
			<u>(286.15)</u>

BARCLAYS PREMIUM ACCOUNT – 40479306

Balance b/f at 24/9/24	40,993.04		
Transfers from 70122297	2,161.18	Transfers to 70122297	5,596.50
Income			
Interest Received	202.01		
		Balance c/f	37759.73
	<u>43,356.23</u>		<u>43,356.23</u>

BARCLAYS GRATUITY ACCOUNT - 90167215

Balance b/f at 24/9/24	896.99		
Interest Received	3.35		
		Balance c/f	900.34
	<u>900.34</u>		<u>900.34</u>

	<u>Balance B/F</u>	<u>Balance C/F</u>
Account - 70122297	(323.30)	(286.15)
Account - 40479306	40,993.04	37,759.73
Account - 90167215	896.99	900.34
	<u>£ 41,566.73</u>	<u>£ 38,373.92</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the year indicated.

FINANCIAL TRANSACTIONS

1. SUMMARY OF REPORT

This report details the expenditure incurred and the income received from 26th August 2024 to 25th September 2024.

2. RECOMMENDATIONS

2.1 that the undernoted expenditure of £5,598.17 is **NOTED**, and

2.2 the undernoted income of £2,405.36 is **NOTED**.

3. REPORT

3.1 The following expenditure transactions require to be noted:-

Supplier	Description	net	vat	gross
N Rushworth	August wage	1041.04		1041.04
T Robinson	August wage	1042.44		1042.44
E Mylnek	Maintenance at Riverside	300.00		300.00
Community Centre	Room Hire	26.00		26.00
K Murchinson	Grounds maintenance	1221.82	218.18	1440.00
Waterplus	Rates for bungalow	5.67		5.67
K Johnson	Water & rates reimbursement	1359.02		1359.02
LAT Website	New website	320.00	64.00	384.00
		£5,315.99	£282.18	£5,598.17

3.2 The following income receipts require to be noted:-

Supplier	Description	net	vat	gross
Grantscape	Grant re works from 2022	2,200.00		2,200.00
Barclays Bank	Interest rec'd (a/c 9306)	202.01		202.01
Barclays Bank	Interest rec'd (a/c 7215)	3.35		3.35
		£2,405.36	0.00	£2,405.36

EXPENDITURE TO APPROVE

1. SUMMARY OF REPORT

This report details the expenditure to approve since the last meeting of the Council.

2. RECOMMENDATIONS

2.1 That the undernoted expenditure of £7,414.98 is **APPROVED**

3. REPORT

3.1 The following expenditure transactions require to be approved:-

Detail	Supplier	Net	VAT	Gross
Grass Cutting	E Mylnek	300.00		300.00
Allotment Petty cash	M Gunson	50.00		50.00
Various reimbursement	N Rushworth	67.89		67.89
Travel reimbursement	C Johanssen	10.00		10.00
Payment for Onecom paid by RFO	T Robinson	584.94		584.94
Flower beds	K Murchison	2890.00	578.00	3468.00
Clerk wages October	N Rushworth Oct	1041.04		1041.04
RFO Wages October	T Robinson Oct	1042.44		1042.44
Riverside cleaner	D Beattie	414.00		414.00
Council Office water	WaterPlus	266.90		266.90
Bungalow	WaterPlus	89.77		89.77
Removal of damaged play equipment	Ian Pearson	80.00		80.00
		£6,836.98	£578.00	£7,414.98

NB: VAT on Onecom payment to be calculated.

Councillor signature.....

Councillor signature.....

ARTHURET PARISH COUNCIL - Monitoring Report 2024-25

BUDGET FIGURES ARE PER PREVIOUS CLERK

Income

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Precept	75671.00												75671.00	75,671.00	0.00	Received as requested
Beckburn Community Pot				6448.78									6448.78	5,600.00	848.78	Community pot fund for 24/25
Beckburn grants													0.00	0.00	0.00	
Hallburn Grants	5831.72					2200.00							8031.72	0.00	8031.72	Previous years Xmas lights & works re 2022
Other grants													0.00	0.00	0.00	
Allotment rents	230.00												230.00	1,240.00	-1010.00	
Christmas Party Raffle													0.00	0.00	0.00	
Pitch Fees/changing room hire													0.00	1,100.00	-1100.00	
Utility Refund				1261.08									1261.08	0.00	1261.08	
Interest Received						205.36							205.36	80.00	125.36	
VAT				1737.10									1737.10	7,000.00	-5262.90	Budget of £7k should not have been included
Total	81732.72	0.00	0.00	9446.96	0.00	2405.36	0.00	0.00	0.00	0.00	0.00	0.00	93,585.04	90,691.00	2,894.04	

Expenditure

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Clerk/RFO wages/HMRC/NEST	5099.62	2830.95	6622.22	13373.80	2083.48	2083.48							32093.55	43240.00	-11146.45	£7675 Gratuity, £15,554.94 relates to previous clerk
Cleaners salary	41.68	41.68	41.68										125.04	1595.00	-1469.96	
Council Rooms	12.03	328.44		555.91	121.16	1359.02							2376.56	1000.00	1376.56	
Admin Costs			484.25	140.16		31.67							656.08	500.00	156.08	
s137													0.00	0.00	0.00	
Special Projects													0.00	0.00	0.00	
Petty Cash													0.00	0.00	0.00	
Community Pot Grant	660.00	300.00		60.00	300.00	300.00							1620.00	5600.00	-3980.00	
other grants				3000.00		1200.00							4200.00	3000.00	1200.00	£3k to APCC, £1.2K re grounds mnce
Allotments	137.04			222.18	38.82								398.04	1720.00	-1321.96	
Insurance			3432.68	217.86									3650.54	3700.00	-49.46	Additional £217.86 premium adjustment re council rooms cover
Parks & Open Spaces	414.00	1154.10	834.00	3251.51	3404.33								9057.94	18308.00	-9250.06	
General repairs													0.00	1000.00	-1000.00	
Subscriptions			457.70										457.70	400.00	57.70	CALC
Assets			1905.23										1905.23	250.00	1655.23	New latop and lifesaving equipment
Members & training													0.00	500.00	-500.00	
Audit fees			175.00										175.00	510.00	-335.00	
Reserves													0.00	3000.00	-3000.00	
Website	130.00	65.00	65.00	65.00	65.00	320.00							710.00	936.00	-226.00	
ICO													0.00	0.00	0.00	
Foodbank													0.00	0.00	0.00	
Contingency													0.00	1000.00	-1000.00	
Christmas lights & Events	1111.13												1111.13	6000.00	-4888.87	Relates to work carried out in 2023/24
Sub total	7605.50	4720.17	14017.76	20886.42	6012.79	5294.17	0.00	0.00	0.00	0.00	0.00	0.00	58,536.81	92,259.00	-33722.19	
VAT	248.23	13.00	304.24	331.16	425.98	304.00										
Total	7,853.73	4,733.17	14,322.00	21,217.58	6,438.77	5,598.17	0.00	0.00	0.00	0.00	0.00	0.00	60,163.42			Total including VAT

Bank balance at 25th September 2024	38,373.92
Less balance on community pot	-5,338.16
Less allotment balance	-2,351.38
Less balance on SIDS grant to be returned	-1,000.00 ongoing
Less contingency for election costs	-2,000.00
Add estimated income to 31.3.24	9,529.98 see separate spreadshseet
Estimated expenditure to 31.3.24	-32,155.88 see separate spreadshseet
Estimated balance at 31.3.2024	<u>5,058.48</u>

NB: Estimated expenditure does not include the quote of £600 for removal of branches in Bank Street Gardens
 NB: Council rooms overheads are £1k, any repairs to the boiler or purchase of oil etc will likely be in excess of this

ARTHUR P. ESTIMATED YEAR END BALANCE 31.3.2025

	38,373.92	Bank balance at 25.9.24		Comm pot
Less	5,338.16	Balance on comm pot fund		1749.38 Balance from last year
Less	2,351.48	Allotment balance agreed add rents received less subs/hedge paid/tkts		6448.78 received July 24
Less	1,000.00	Re SIDs		60.00 Less paid re flower show
Less	2,000.00	Election costs		500.00 Less agreed for community centre - lunch
	27,684.28			100.00 Less agreed for LPS
				200.00 Less agreed for care homes
Add	100.00	Bank interest - estimate		1500.00 Less agreed for xmas party
Add	1,100.00	Changing room hire - per budget		500.00 Less agreed for xmas lights
Add	4,600.00	Insurance claim - agreed still ongoing		Less agreed for E Mylnk
Add	3,000.00	Grant to come in from Grantscape re invoices already paid		
Add	729.98	VAT to claim Aug/Sept		5338.16

37,214.26

2,484.00	D Beattie 414 x 6 - Oct to March
6,246.24	Clerks wage - oct to March
6,254.64	RFO wage - Oct to March
1,000.00	Clerk/RFO pay award for 24/25 & overtime - approximate
303.00	Prev clerk pay award - April/May estimated at £1 per hour
320.00	Remaining training budget
500.00	council rooms cleaner - approximate
900.00	changing rooms cleaner - approximate
420.00	External audit - per current fees
300.00	Office admin - per budget less £200
2,000.00	Changing room overheads - estimated remaing balance after bus rates paid
1,000.00	Council rooms overheads - per budget
1,000.00	General repairs - per budget
100.00	Mileage claims - per budget
300.00	ROSPA inspections - last year £272.50
150.00	Shrubberies and hedges - per budget
2,890.00	Flowerbeds - per invoice
1,600.00	Trees - per budget
2,380.00	Grass cutting - per budget
50.00	BMX track maintenance - per budget
0.00	Christmas lights - removed - £500 from comm pot, no grants requested
1,300.00	Parish fields - lochinvar - per budget
600.00	Parish fields - Old road - per budget
35.00	ICO - Data Protection Fee
23.00	RBL - wreath

5,058.38 Balance at 31.3.25