

LAUNTON PARISH COUNCIL

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Finance Report for Parish Council meeting on 6 April 2023

Agenda Item:

9. Finance

a. To receive the Year End Finance Report and Budget Monitoring Report

As at 16 March (bank statement), the Accounts stood at:

Co-op Current Account	£22,488.10
Co-op Deposit Account	£22,438.83

As at 31 March (online download), the Accounts stood at:

Co-op Current Account	£22,481.10
Co-op Deposit Account	£22,438.83

Standing Orders

		Date Cleared
Clerk's February salary (monthly) (Minute ref: 10/11/22 9. f.)	£753.50	1/3/23
Launton Lines (monthly) (Minute ref: 10/11/22 10.)	£110.00	6/3/22

Direct Debits

		Date Cleared
Virgin Mobile February (Minute ref: 2/3/23 9. c.)	£7.00	21/2/23
Virgin Mobile March	£7.00	21/3/23

Income

		Date Cleared
HMRC PAYE Refund	£70.96	22/2/23
Plotters Insurance Contribution	£10.00	3/3/23
Caversfield Parish Council for use of Data Projector	£30.00	16/3/23

b. Bank Statement – to acknowledge scrutiny and acceptance of the previously circulated bank statement

c. 2022/23 Unspent Budget Items – to consider a virement of items budgeted to the new financial year

Village Upkeep Budget	
The Poplars for general maintenance	£100.00
WI Contribution for refreshments for litter pick	£50.00
Grants Budget	£1,350.00
Website update	£535.00

Transfer to Reserves

Road Safety	£526.00
Professional Fees	£1,000.00

d. Regular Payments – to consider and approve the list including standing orders and direct debits

Launton Lines: monthly Standing Order	£170.00
Parish Hall: quarterly: April, July, October, January by Standing Order	£90.00
Parish Hall Rent (as per Agreement for Lease)	£300.00
Information Commissioner: annual by direct debit in December	£35.00
Virgin Mobile / O2: monthly by direct debit	£7.00
External Auditor: annual	
Website domain name (with Fasthosts)	
Website hosting and email (with Navitas Design)	
Dropbox subscription renewal	
Subscriptions: annual	
Society of Local Council Clerks	
Oxfordshire Association of Local Councils	
Community First Oxfordshire	
Open Spaces Society	
CPRE	

e. Budget – to agree the budget for 2023/24

f. Reserves – to confirm the reserves for 2023/24 and consider the Policy

3 months' running costs	£7,000.00	As per draft budget
Sherwood Close maintenance (s106)	£5,651.78	As per draft budget
Glades Open Space Maintenance	£3,572.00	As per draft budget
Parish Hall Contingency	£12,356.17	Reduced following March payment
Asset Replacement fund	£3,325.00	As per draft budget
Road Safety	£1,526.00	Vire £526 unspent from 2022/23
Election Expenses	£1,600.00	As per draft budget
Insurance Excess	£300.00	As per draft budget
External Audit Contingency	£200.00	As per draft budget
Clerk sickness / overtime contingency	£1,300.00	As per draft budget
General Contingency Funds	£2,308.00	As per draft budget
Defibrillator contingency	£605.00	As per draft budget
Bus shelter contingency	£3,500.00	As per draft budget
Trees contingency	£4,600.00	As per draft budget
Fete contingency	£1,000.00	As per draft budget
Professional Fees Contingency	£1,000.00	Create from unspent in 2022/23

g. Staff Salary and Expenses

- i. To note the scale point increase from SCP16 to SCP17 in the Clerk's salary as agreed at the Staffing Committee on 1 December 2022
- ii. To agree to continue payment of the Clerk's salary by standing order
- iii. To agree to confirm the rates of the Clerk's expenses

h. Dog Waste Bin Charges – to note the increase in charges for the emptying of the dog bins
CDC informed the Council on 16 March that the charges for emptying the bins will increase from £1.70 per bin to £1.80 per bin (for parishes with more than five bins) from 1 April.

- i. **Grants** – to consider any grant applications received
- j. **Uncontested Election Fee** – to note the increased cost of an uncontested election
CDC had informed the Council on 16 March at the Elections briefing that the cost would be £250, but following appeals to the Chief Executive, this has now been reduced to £100 (from £40.95 in 2021).
- k. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank transfer	St Mary's PCC – grass cutting grant	Village upkeep and weedspraying	5/1/23 10. e. i.	£1,500.00	£1,500.00
Bank transfer	Launton Women's Institute – donation for village litter pick refreshments	Village upkeep and weedspraying	2/2/23 16. b.	£50.00	£50.00
Bank transfer	Friends of Island Pond Wood – grass cutting grant	Village upkeep and weedspraying	2/3/23 10. c. iii.	£480.00	£480.00
Bank transfer	Society of Local Council Clerks for annual subscription – total £177.00 shared with Caversfield (Invoice no: Mem243580-1)	Subscriptions	7/4/22 8. d.	£139.07	£139.07
Bank transfer	Launton Over-60s group – grant	General Grants	2/3/23 10. c. ii.	£150.00	£150.00
Bank transfer	Clean Slate – grant	General Grants	2/3/23 10. c. i.	£150.00	£150.00
Bank transfer	David Moore – The Poplars work (tbc)	Village upkeep and weedspraying	1/12/22 14. c.	£tbc	£tbc
Bank transfer	CDC Winter Dog Bin Emptying (tbc)	Dog bin emptying		£tbc	£tbc

Debit Card transactions to note: None