

# LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

## Finance Report for Parish Council meeting on 4 April 2024

### Agenda Item:

#### 9. Finance

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

As at 16 March, the Accounts stood at:

|                       |            |
|-----------------------|------------|
| Co-op Current Account | £19,085.04 |
| Co-op Deposit Account | £42,700.15 |

As at 31 March, the Accounts stood at:

|                       |            |
|-----------------------|------------|
| Co-op Current Account | £19,079.86 |
| Co-op Deposit Account | £42,700.15 |

| Standing Orders                   | Date Cleared   |
|-----------------------------------|----------------|
| Clerk's February salary (monthly) | £822.25 1/3/24 |
| Launton Lines (monthly)           | £170.00 4/3/24 |

| Direct Debits               | Date Cleared  |
|-----------------------------|---------------|
| O2 Mobile February contract | £7.00 21/2/24 |

| Outstanding Payments     |               |
|--------------------------|---------------|
| O2 Mobile March contract | £7.00 21/3/24 |

| Income                                             | Date Cleared    |
|----------------------------------------------------|-----------------|
| OALC from overpayment of subscription*             | £10.00 15/3/24  |
| Caversfield Parish Council for data projector hire | £30.00 25/3/24  |
| SumUp Transfer from defibrillator training day     | £157.28 26/3/24 |

The SumUp account is now working properly and the transfer of the contributions (£157.28) from the Defibrillator session has been transferred to the current account.

\*The OALC subscription payment was incorrectly keyed for £10 more than the invoice. This was not picked up by the Councillor authorising the payments, but was noted by OALC and refunded.

The Budget Monitoring Report has been published.

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

##### c. 2023/24 Unspent Budget Items – to consider a virement of items budgeted to the new financial year

|                                              |           |
|----------------------------------------------|-----------|
| Village Upkeep budget for contribution to WI |           |
| for refreshments for litter pick             | £50.00    |
| Grants Budget                                | £1,390.00 |

|                                         |         |
|-----------------------------------------|---------|
| Website update (to top up 24/25 budget) | £250.00 |
| Training                                | £500.00 |
| Solicitors Fees (Parish Hall Project)   | £500.00 |

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

|                                                              |         |
|--------------------------------------------------------------|---------|
| Launton Lines: monthly Standing Order                        | £170.00 |
| Parish Hall Rent (as per Agreement for Lease)                | £300.00 |
| Information Commissioner: annual by direct debit in December | £35.00  |
| O2: monthly by direct debit                                  | £13.00  |
| 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 (including hall support)         |         |
| Open Spaces Society                                          |         |
| CPRE                                                         |         |
| Parish Hall                                                  |         |
| Castle Water                                                 |         |
| EDF Energy                                                   |         |

**e. Budget** – to agree the budget for 2024/25

**f. Reserves** – to confirm the reserves for 2024/25 and consider the Policy

All amounts are as per 24/25 draft budget:

|                                       |            |
|---------------------------------------|------------|
| 3 months' running costs               | £9,750.00  |
| Sherwood Close maintenance (s106)     | £5,651.78  |
| Glades open space maintenance         | £3,572.00  |
| Parish Hall Contingency               | £20,000.00 |
| Asset replacement fund                | £4,375.00  |
| Road Safety                           | £2,526.00  |
| Election expenses                     | £1,600.00  |
| Insurance excess                      | £300.00    |
| External Audit contingency            | £200.00    |
| Clerk sickness / overtime contingency | £1,400.00  |
| General Contingency funds             | £3,500.00  |
| Defibrillator Contingency             | £605.00    |
| Bus shelter contingency               | £4,000.00  |
| Trees contingency                     | £5,000.00  |
| Fete contingency                      | £1,000.00  |
| Professional Fees                     | £2,000.00  |

**g. Staff Salary and Expenses**

- i. To agree to continue payment of the Clerk's salary by standing order
- ii. To confirm the rates of the Clerk's expenses and home working allowance

**h. Dog Waste Bin Charges** – to note the charges for the emptying of the dog bins

i. **Grants** – to consider any grant applications received

j. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

| <b>Payment Method</b> | <b>Payee and reason</b>                                                                                                   | <b>Budget</b>                   | <b>Minute Ref</b> | <b>Net Payment</b> | <b>Payment inc VAT</b> |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------|--------------------|------------------------|
| Bank Transfer         | OALC for Managing Projects Training for Cllr Turner and Clerk (invoice no: W-3223)                                        | Training                        | 7/3/24 11. a.     | £100.00            | £120.00                |
| Bank Transfer         | Launton WI for contribution to refreshments for litter pick                                                               | Village upkeep and weedspraying | 1/2/24 15. c.     | £50.00             | £50.00                 |
| Bank Transfer         | St Mary's PCC for grass cutting contribution                                                                              | Village upkeep and weedspraying | 7/12/23 9. d.     | £1,500.00          | £1,500.00              |
| Bank Transfer         | Society of Local Council Clerks for annual subscription – total £183.00 shared with Caversfield (invoice no: MEM248654-1) | Subscriptions                   | 6/4/23 9. d.      | £143.79            | £143.79                |
| Bank Transfer         | Community First Oxfordshire for Halls support subscription                                                                | Subscriptions                   |                   | £50.00             | £50.00                 |
| Bank Transfer         | Castle Water for water use in Hall from 4 January – 29 February                                                           | Parish Hall Utilities           |                   | £46.69             | £51.24                 |
| Bank Transfer         | HMRC NICS Employer Contribution March to April                                                                            | HMRC / NI                       |                   | £8.87              | £8.87                  |

Payment made between meetings

| <b>Payment Method</b> | <b>Payee and reason</b>                                         | <b>Budget</b>          | <b>Minute Ref</b> | <b>Net Payment</b> | <b>Payment inc VAT</b> |
|-----------------------|-----------------------------------------------------------------|------------------------|-------------------|--------------------|------------------------|
| Bank transfer         | SCAS for attendee contributions from defibrillator training day | Defibrillator Training | 1/2/24 15. b. ii. | £165.00            | £165.00                |

Debit Card transactions to note:

| <b>Date Cleared</b> | <b>Payee and reason</b>                  | <b>Budget</b>       | <b>Minute Ref</b> | <b>Net Payment</b> | <b>Payment inc VAT</b> |
|---------------------|------------------------------------------|---------------------|-------------------|--------------------|------------------------|
| 5/3/24              | Argos for kettle for Parish Hall kitchen | Parish Hall Project |                   | £9.00              | £9.00                  |

| <b>Date Cleared</b> | <b>Payee and reason</b>                              | <b>Budget</b>       | <b>Minute Ref</b> | <b>Net Payment</b> | <b>Payment inc VAT</b> |
|---------------------|------------------------------------------------------|---------------------|-------------------|--------------------|------------------------|
| 7/3/24              | Toolstation for First Aid kit for Hall               | Parish Hall Project |                   | £14.15             | £16.98                 |
| 26/3/24             | Launton Village Store for cleaning products for Hall | Parish Hall Project | 1/2/24 12. c. i.  | £27.46             | £27.46                 |