



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

FINANCE COMMITTEE MEETING AGENDA
Tuesday 19th November 2024 at 7:00pm
St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Committee Membership: Councillors Gallagher (Chair), Goodall, O'Donnell, Walker and Worth

To all Committee Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

1. ELECTION OF CHAIR AND VICE CHAIR

To elect a chair and vice chair of the committee

2. APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

3. DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct.

4. PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed

5. MINUTES

To confirm the [minutes](#) of the Finance Committee Meeting of the 6th August 2024 – **page 3**

6. [CLERK REPORT AND CORRESPONDENCE](#)

To note and consider an update from the Clerk and any items of Correspondence relevant to this Committee.

7. [STATE OF THE FINANCES AND REPORTS](#) – **page 6**

- a) To review the [I&E report](#), [EMRs](#) and [balance sheet](#) for Oct 2024. – **page 7, 12, 13**
- b) To review the [over £1000 report](#) and [VAT reclaim](#) for Jul-Sep 2024 – **page 14, 15**
- c) To review the [bank reconciliations](#) for Aug-Oct 2024. – **page 20**
- d) To receive an update on [project costs](#) up to Oct 2024 – **page 29**
- e) To review the [Flagstone](#) account statements – **page 30**
- f) To review [internal controls](#) for Jul-Sep 2024 – **page 34**
- g) To receive an update on the LGPS pension fund deficit and cessation value.

8. OTHER MATTERS

a) [Annual Return and Audit](#) – **page 35**

- i. To note the conclusion of the 2023/24 Annual Return.
- ii. To note the interim Internal Audit arrangements 2024/25

- b) **Budget and Precept Proposal** – **page 39**
To consider the proposal for the 2025/26 and recommend the precept request for approval by full council
- c) **Updates to Asset Register** – **page 50**
To note the asset inspection from the summer period and further note that all assets are now photographed. To consider approving changes to the assets.
- d) **Current Bank Account** – **page 52**
To note the removal of a signatory. To note the change in status of the account and authorise the Clerk to review current accounts with a view to moving banking arrangements and consider if we need to change the signatories for the current account now or wait until a decision is made as to our banking arrangements.

9. ITEMS FOR NEXT AGENDA

10. DATE OF NEXT MEETING

To note the date of the next Finance Meeting on Tue 18th February 2025. Items for the agenda should be with the clerk before 12 noon on Monday 10th February 2025

11. CLOSURE OF MEETING

Signed by *Andy Smith*
Clerk to the Council

Date: 14th November 2024

WENDOVER PARISH COUNCIL

Minutes of the Finance Committee Meeting

6th August at 7:00pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Present: Councillors Gallagher (Chair), O'Donnell, Williams

Clerk and Minutes: Andy Smith

Members of Public: 1

1. APOLOGIES FOR ABSENCE

F24/27 Apologies were received and **ACCEPTED** from Councillor Walker

2. DECLARATIONS OF INTEREST

F24/28 None

3. PUBLIC PARTICIPATION

F24/29 None

4. MINUTES

F24/30 The minutes of the extra ordinary meeting on 28th May 2024 were **RESOLVED** as a true record and signed by the Chair.

5. CLERKS REPORT AND CORRESPONDANCE

F24/31 The report was noted

6. STATE OF THE FINANCE AND REPORTS

F24/32 **Review of the I&E report, EMRs and balance sheet for Jul 2024**

The report was reviewed and noted. I

F24/33 **To review the over £100 report and VAT reclaim for Apr-Jun 2024**

The report was reviewed and noted. It was noted that the Council are required to publish the over £100 report and that will continue. It was **RESOLVED** that Finance Committee would just consider any expenditure over £1000 over at the meetings.

F24/34 **To review the bank reconciliations for May-Jun 2024**

The reconciliations reports were reviewed and noted.

F24/35 **To receive an update on project costs up to Jul 2024**

The report was reviewed and noted.

F24/36 **To review the Flagstone account statements**

The report was reviewed and noted.

F24/37 **To review the internal control checklist**

The report was reviewed and noted.

F24/38 **To receive an update on the LGPS pension fund deficit and cessation value**

This has had some progress, but we are awaiting a quote for a report on the current deficit value.

7. OTHER MATTERS

a) Model Financial Regulations

F24/39 The paper was considered and **RESOLVED** to recommend the new financial regulations for approval by full Council

b) Insurance Cover

F24/40 It was **RESOLVED** to authorise the Clerk to seek the appropriate reports for insurance purposes as long as they come in under the agreed amount of £2000

c) Investments and deposits policy

F24/41 It was **RESOLVED** to approve the new investment and deposit policy to replace the

8. ITEMS FOR NEXT AGENDA

F24/42 It was noted that we would be reviewing the assets inventory, a paper on asset valuation and a paper on the LGPS pension options

9. DATE OF THE NEXT MEETING AND ITEMS FOR THE AGENDA

F24/43 The meeting on Tue 19th November at 7:30pm was noted. It was further noted that agenda items would need to be with the office by Tue 12th Nov.

F24/44 Election of Vice Chair

10. CLOSURE OF MEETING

F24/45 As all business was transacted the meeting was closed at: 19:15

Signed by
Chair to the Finance Committee

Date:



ITEM 6 – CLERKS REPORT AND CORRESPONDENCE

All items are presented as agenda items



ITEM 7 – STATE OF THE FINANCES AND REPORTS

The accounts are finalised up to Oct 31st and we are in a reasonable position to project year end figures.

Notes from the accounts

Amenities income

In line with previous reports on this income. It looks like income from hires and LPM are going to be slightly up on last year

Events Expenditure

All budgets are in line with expectations.

Highways expenditure

Due to the vandalism the Bus Shelters are over budget, but the rest of the budgets have no current expenditure so we are within budget for this cost centre.

Street Lighting expenditure

The electricity budget may be slightly over with the ongoing higher electricity cost. The current expenditure does not include the last 2 months invoices as an error at our provider meant they had not issued or taken a bill for our account.

The repairs budget continues in line with the trend set last year and will be over budget. It should not be as over as it was last year.

Recreation Expenditure

The issues of vandalism means that the ground works budget is over and will continue to grow as we make repairs between now and March.

The tree works budget for this year was based on costs of last year. Unfortunately a late invoice which included works for the previous year means we did not budget enough this year and we have had to carry costs from last year. There are no scheduled works but there will probably be emergency repairs coming in. The decision to not purchase the grillo mower means that this cost centre will come in on budget.

Finance and General income

Higher interest rates for most of the year means we are benefitting from a lot more interest than budgeted.

Finance and General Expenditure

In general most lines will be in budget. The property management (clock tower) has been hit with a new hot water heater and clock failures, which the invoice has yet to come in.

Grants out

There has not been as much uptake of grants this year so we are not spending the full budgeted amount. This could change and so the forecast is that this will come in on budget.

Staffing

There have been some changes this year, some of the costs have not come through. However, we are still projecting that the staffing budgets will come in on target.



a) Oct I&E, EMR and balance sheet report

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Detailed Income & Expenditure by Budget Heading 12/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Amenities Income								
1000 Allotment Rent	1,743	1,261	1,630	369			77.4%	
1005 Charter Fair	220	110	220	110			50.0%	
1010 Cricket Club Lease	300	150	300	150			50.0%	
1021 Markets - Local Produce	840	770	1,500	730			51.3%	
1022 Markets - Weekly Market	11,548	6,218	10,660	4,442			58.3%	
1030 Other Rental (Ashbrook)	1,248	1,815	2,045	230			88.8%	
1035 BCC Devolved Footpaths Income	19,198	19,198	10,158	(9,040)			189.0%	
1214 Christmas Trees	1,601	726	2,000	1,274			36.3%	
1260 Xmas event income	1,446	173	500	327			34.6%	
1261 Rifle Club Lease	100	0	100	100			0.0%	
1262 Fundraising income	25,195	85	0	(85)			0.0%	
1263 Event income (stalls etc)	0	370	0	(370)			0.0%	
Amenities Income :- Income	63,439	30,877	29,113	(1,764)			106.1%	0
Net Income	63,439	30,877	29,113	(1,764)				
125 Events Expenditure								
4100 AnnualParishMeeting excl refs	512	257	500	243		243	51.3%	
4105 Christmas Decorations	5,078	0	6,500	6,500		6,500	0.0%	
4109 Promo Materials	1,009	433	750	317		317	57.7%	
4110 Entertainment & Events	2,107	3,016	5,000	1,984		1,984	60.3%	
4111 RAF/Remembrance Parade	3,667	287	500	213		213	57.3%	
4112 Floral Display	4,400	5,970	8,885	2,916		2,916	67.2%	
4113 HS2 Public Meeting	889	254	0	(254)		(254)	0.0%	
4122 Markets - Local Produce	425	169	500	331		331	33.8%	
4124 Markets - Business Rates	898	628	990	362		362	63.5%	
4125 Markets - Water	62	2	50	48		48	3.6%	
4126 Markets - Electric	441	159	380	221		221	41.8%	
4130 Quiz	40	17	400	383		383	4.2%	
4132 Christmas Celebration Event	2,679	0	2,500	2,500		2,500	0.0%	
Events Expenditure :- Indirect Expenditure	22,206	11,189	26,955	15,766	0	15,766	41.5%	0
Net Expenditure	(22,206)	(11,189)	(26,955)	(15,766)				
6000 plus Transfer From EMR	3,667	0						
Movement to/(from) Gen Reserve	(18,539)	(11,189)						
130 Highways Expenditure								
4200 Bus Shelters	0	1,012	500	(512)		(512)	202.3%	
4210 Refuse Bins	0	0	500	500		500	0.0%	

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Detailed Income & Expenditure by Budget Heading 12/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	0	0	1,000	1,000		1,000	0.0%	
Highways Expenditure :- Indirect Expenditure	0	1,012	2,500	1,488	0	1,488	40.5%	0
Net Expenditure	0	(1,012)	(2,500)	(1,488)				
135 Street Lighting Expenditure								
4300 Electricity	11,451	6,501	12,500	5,999		5,999	52.0%	
4305 Maintenance	20,119	9,850	10,000	150		150	98.5%	
4315 New Columns (not LEDs)	2,900	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	34,470	16,351	31,000	14,649	0	14,649	52.7%	0
Net Expenditure	(34,470)	(16,351)	(31,000)	(14,649)				
140 Recreation Expenditure								
4400 Dog Bin Emptying	2,581	0	2,200	2,200		2,200	0.0%	
4405 Maintenance - Fences, etc	1,372	5,589	15,000	9,411		9,411	37.3%	
4406 Maintenance - footpaths	0	0	2,000	2,000		2,000	0.0%	
4410 Maintenance - Groundworks	4,054	5,317	5,000	(317)		(317)	106.3%	
4415 Maintenance - Inspections, etc	90	1,819	1,800	(19)		(19)	101.1%	
4416 Pond Works	50	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	5,750	7,120	4,000	(3,120)		(3,120)	178.0%	
4418 Tree Inspections	1,680	0	0	0		0	0.0%	
4421 Orchard Maintenance	721	531	750	219		219	70.9%	
4425 Capital Expenditure (asset pur	9,760	0	12,000	12,000		12,000	0.0%	
4426 Estates vehicle lease	0	2,800	4,440	1,640		1,640	63.1%	
4430 Mower Maintenance	2,979	1,734	2,000	266		266	86.7%	
4435 Play Equipment - Purchase	0	0	5,000	5,000		5,000	0.0%	
4440 Play Equip - Repairs & Maint	5,764	2,197	3,000	803		803	73.2%	
4450 Premises - Garage Rent	1,620	945	1,620	675		675	58.3%	
4455 Premises - SiteSafe Electrics	168	216	300	84		84	72.0%	
4460 Premises - SiteSafe Rates	160	0	0	0		0	0.0%	
4465 Premises - SiteSafe Water, etc	188	59	300	241		241	19.6%	
4475 Misc - Fuel	3,449	2,570	3,200	630		630	80.3%	
4480 Misc - Materials & Tools	915	625	2,500	1,875		1,875	25.0%	
4481 Machinery/Tool Service Repair	388	155	2,500	2,345		2,345	6.2%	
4485 Misc - Protective Clothing	831	204	750	546		546	27.3%	
4490 Misc - Refuse Bins	985	910	1,200	290		290	75.8%	
4495 Misc - Sundries Recreation	268	12	500	488		488	2.4%	
4497 Defibrillators	0	187	500	313		313	37.4%	
Recreation Expenditure :- Indirect Expenditure	43,773	32,990	72,060	39,070	0	39,070	45.8%	0
Net Expenditure	(43,773)	(32,990)	(72,060)	(39,070)				

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Detailed Income & Expenditure by Budget Heading 12/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
200 Finance & General Income									
1205	Wiltchell Trust Grant	261	131	400	269		32.9%		
1210	Interest Received ex Deposits	16,663	8,580	3,500	(5,080)		245.1%		
1215	Miscellaneous Income	1,675	0	0	0		0.0%		
1250	Precept Received	359,078	388,445	388,445	0		100.0%		
1266	VAHT Streetlight Income	1,058	551	800	249		68.8%		
	Finance & General Income :- Income	378,735	397,707	393,145	(4,562)		101.2%	0	
	Net Income	378,735	397,707	393,145	(4,562)				
220 Finance & General Expenditure									
4496	Professional Support (HS2 etc)	1,526	(34)	2,000	2,034	2,034	(1.7%)		
4550	Communications - Publicity	7,219	2,968	7,500	4,532	4,532	39.6%		
4555	Communications - Website	2,509	696	3,000	2,304	2,304	23.2%		
4560	Financial - Bank Charges	604	142	600	458	458	23.7%		
4565	Financial - Fees - Audit	1,735	0	2,300	2,300	2,300	0.0%		
4570	Financial - Fees - Legal	606	554	2,000	1,446	1,446	27.7%		
4575	Financial - Insurance	7,111	5,331	7,950	2,619	2,619	67.1%		
4580	Financial - Software	566	720	800	80	80	90.0%		
4582	End of Year Support RBS	(558)	0	0	0	0	0.0%		
4615	Office - Broadband/Tel/Fax	1,439	865	1,750	885	885	49.5%		
4620	Office - Copier	1,287	842	1,500	658	658	56.2%		
4621	Office - Equipment - Expend	3,964	2,274	3,000	726	726	75.8%		
4625	Office - Equipment Capital	450	457	1,000	543	543	45.7%		
4630	Office - Postage & Stationery	482	227	300	73	73	75.7%		
4640	Office - Testing - Electrical	0	0	100	100	100	0.0%		
4645	Office - Testing - Fire	0	0	300	300	300	0.0%		
4650	Office - Utilities - Electric	2,673	1,130	2,800	1,670	1,670	40.4%		
4655	Office - Utilities - Water	139	149	150	1	1	99.3%		
4660	Property Mgt - Clock Tower	2,079	1,539	1,750	211	211	88.0%		
4665	Property Mgt - Manor Waste	20	0	1,000	1,000	1,000	0.0%		
4670	Property Mgt - SiteSafe	511	330	1,000	670	670	33.0%		
4675	Property Mgt - War Memorial	0	0	500	500	500	0.0%		
4685	Subscriptions and Donations	1,910	1,368	2,250	882	882	60.8%		
4690	Misc - Chairman's Expenses	473	55	1,200	1,145	1,145	4.6%		
4691	Misc - Councillor Expenses	0	0	100	100	100	0.0%		
4695	Misc - Room Hire	725	390	1,200	810	810	32.5%		
4700	Misc Sundry Expenses Finance	524	183	500	317	317	36.7%		
4705	Misc - Travel Staff & Cllrs	0	46	200	154	154	22.9%		
4707	H&S	117	861	3,000	2,139	2,139	28.7%		
	Finance & General Expenditure :- Indirect Expenditure	38,112	21,096	49,750	28,654	0	28,654	42.4%	0
	Net Expenditure	(38,112)	(21,096)	(49,750)	(28,654)				

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Detailed Income & Expenditure by Budget Heading 12/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230 Grants out - inc S137 exp</u>								
4585 Grant - Churchyard - not S137	7,000	7,500	7,000	(500)		(500)	107.1%	
4586 Grant - Youth Centre -not S137	7,000	7,500	7,000	(500)		(500)	107.1%	
4590 Grants Out - Major - S137	20,000	0	15,000	15,000		15,000	0.0%	
4591 Grants Out - Major - not S137	0	5,000	0	(5,000)		(5,000)	0.0%	
4611 Grants Out - Minor - S137	2,270	0	5,000	5,000		5,000	0.0%	
4613 Grants Out - Minor - not S137	0	1,000	0	(1,000)		(1,000)	0.0%	
Grants out - inc S137 exp :- Indirect Expenditure	36,270	21,000	34,000	13,000	0	13,000	61.8%	0
Net Expenditure	(36,270)	(21,000)	(34,000)	(13,000)				
<u>320 Staffing</u>								
4800 Staffing - Amenities - Wages	70,769	40,354	73,585	33,231		33,231	54.8%	
4801 Staffing - Amenities - NIC	7,135	4,119	6,795	2,676		2,676	60.6%	
4802 Staffing - Amenities-Pension	9,434	5,519	10,459	4,941		4,941	52.8%	
4810 Staffing - F&G - Wages	75,826	50,603	91,561	40,958		40,958	55.3%	
4811 Staffing - F&G - NIC	8,094	4,979	8,243	3,264		3,264	60.4%	
4812 Staffing - F&G - Pension	3,754	2,789	5,310	2,521		2,521	52.5%	
4816 Staffing F&G Student Loan	499	392	990	598		598	39.6%	
4845 Payroll Charges	720	420	750	330		330	56.0%	
4855 HR Consultancy Fees	3,383	2,192	3,500	1,308		1,308	62.6%	
4860 Training Staff & Cllrs	3,218	515	3,500	2,985		2,985	14.7%	
4861 Uniform	135	0	1,000	1,000		1,000	0.0%	
4862 Smart Pension Admin Fee	215	154	300	146		146	51.3%	
Staffing :- Indirect Expenditure	183,182	112,036	205,993	93,957	0	93,957	54.4%	0
Net Expenditure	(183,182)	(112,036)	(205,993)	(93,957)				
<u>980 Amenities EMR projects</u>								
9108 EMR - Skate Park	617	0	0	0		0	0.0%	
9110 EMR - Clock Tower Fountain/wal	14,096	0	0	0		0	0.0%	
9111 EMR - Site Safe Insulation	5,056	0	0	0		0	0.0%	
9115 EMR - HS2 Funded Pond Works	30,926	0	0	0		0	0.0%	
9123 EMR - TWG Priorities	433	0	0	0		0	0.0%	
9126 EMR - New Cesspit Ashbrook	6,350	0	0	0		0	0.0%	
9127 EMR - New Christmas Tree Light	8,397	0	0	0		0	0.0%	
9128 EMR - Climate Action	252	0	0	0		0	0.0%	
Amenities EMR projects :- Indirect Expenditure	66,125	0	0	0	0	0		0
Net Expenditure	(66,125)	0	0	0				
6000 plus Transfer From EMR	44,639	0						
Movement to/(from) Gen Reserve	(21,486)	0						

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Detailed Income & Expenditure by Budget Heading 12/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	442,174	428,583	422,258	(6,325)			101.5%	
Expenditure	424,138	215,674	422,258	206,584	0	206,584	51.1%	
Net Income over Expenditure	<u>18,036</u>	<u>212,910</u>	<u>0</u>	<u>(212,910)</u>				
plus Transfer From EMR	48,306	0						
Movement to/(from) Gen Reserve	<u>66,342</u>	<u>212,910</u>						



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Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
323 Playground Improvements EMR	2,235.00		2,235.00
336 Estates equipment replace EMR	240.00		240.00
338 Hampden Pond EMR	-1,639.99		-1,639.99
356 LGPS Cessation EMR	75,000.00		75,000.00
357 Skate Park EMR	18,854.50		18,854.50
358 Library Extension EMR	8,000.00		8,000.00
359 TWG Priorities	9,567.50		9,567.50
364 Climate Action EMR	4,748.12		4,748.12
	117,005.13	0.00	117,005.13



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Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 12/11/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	203	
105	VAT Control A/c	9,900	
200	Current Bank Account	39,342	
202	Flagstone	436,745	
	Total Current Assets		486,190
<u>Current Liabilities</u>			
515	Allotment Deposits	1,755	
	Total Current Liabilities		1,755
	Net Current Assets		484,436
	Total Assets less Current Liabilities		484,436
<u>Represented by :-</u>			
300	Current Year Fund	212,910	
310	General Reserves	154,521	
323	Playground Improvements EMR	2,235	
336	Estates equipment replace EMR	240	
338	Hampden Pond EMR	(1,640)	
356	LGPS Cessation EMR	75,000	
357	Skate Park EMR	18,855	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
364	Climate Action EMR	4,748	
	Total Equity		484,436



b) Over £1000 report and VAT claim

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10:08

Cashbook transactions totalling £1,000.00 or more
for the period 01/07/2024 to 30/09/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Current Bank Account	4	03/07/2024	BACS	Wendover Youth Centre	7,500.00
1	Current Bank Account	4	03/07/2024	BACS	St Marys Churchyard Cttee	7,500.00
1	Current Bank Account	4	31/07/2024	BACS	HMRC	3,430.73
1	Current Bank Account	4	31/07/2024	BACS	Salaries	9,462.93
9	Flagstone	4	16/07/2024	FLG-CUR	Current Bank Account	10,000.00
1	Current Bank Account	4	16/07/2024	DD	Drax	1,230.52
9	Flagstone	4	25/07/2024	FLG TFR	Current Bank Account	50,251.14
1	Current Bank Account	4	31/07/2024	BACS	Salaries	1,856.00
1	Current Bank Account	5	19/08/2024	DD	Drax	1,270.53
1	Current Bank Account	5	08/08/2024	BACS	Wendover Community Library	1,000.00
1	Current Bank Account	5	08/08/2024	BACS	Wendover Canal Trust	5,000.00
1	Current Bank Account	5	08/08/2024	BACS	Supportis Ltd	2,584.00
1	Current Bank Account	5	08/08/2024	BACS	Earth Anchors	3,230.40
1	Current Bank Account	5	08/08/2024	BACS	Sparkx Ltd	1,699.80
1	Current Bank Account	5	30/08/2024	BACS	Salaries	11,621.64
1	Current Bank Account	5	30/08/2024	BACS	HMRC	3,258.91
1	Current Bank Account	6	30/09/2024	BACS	HMRC	3,504.14
1	Current Bank Account	6	30/09/2024	BACS	Salaries	11,216.49
1	Current Bank Account	6	06/09/2024	BACS	Sharp Fencing Ltd	6,562.75
1	Current Bank Account	6	06/09/2024	BACS	Windowflowers	2,305.80
1	Current Bank Account	6	06/09/2024	BACS	Windowflowers	4,392.00
1	Current Bank Account	6	06/09/2024	BACS	Pat Kernan Tree Surgery	7,700.00
9	Flagstone	6	04/09/2024	FLG TFR	Current Bank Account	40,000.00
1	Current Bank Account	6	16/09/2024	TFR-FLG	Flagstone	170,000.00
1	Current Bank Account	6	06/09/2024	BACS	PKF Littlejohn LLP	1,260.00
1	Current Bank Account	6	18/09/2024	BACS	Caloo Ltd	1,194.00
1	Current Bank Account	6	18/09/2024	BACS	Sparkx Ltd	3,128.40
1	Current Bank Account	6	18/09/2024	BACS	County Glass and Glazing	1,214.00
1	Current Bank Account	6	19/09/2024	DD	Drax	1,271.53
1	Current Bank Account	6	13/09/2024	TFR	Flagstone	170,000.00
9	Flagstone	6	13/09/2024	ERRORCOR	Current Bank Account	170,000.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Current Bank Account	4	16/07/2024	10,000.00
1	Current Bank Account	4	25/07/2024	50,251.14
1	Current Bank Account	4	22/07/2024	3,075.79
9	Flagstone	4	31/07/2024	1,367.93
1	Current Bank Account	6	04/09/2024	40,000.00
9	Flagstone	5	31/08/2024	1,256.52
1	Current Bank Account	5	31/08/2024	1,256.52
1	Current Bank Account	5	31/08/2024	1,256.50
9	Flagstone	5	31/08/2024	1,256.50
9	Flagstone	6	16/09/2024	170,000.00
1	Current Bank Account	6	13/09/2024	194,222.50
9	Flagstone	6	13/09/2024	170,000.00
1	Current Bank Account	6	13/09/2024	170,000.00
9	Flagstone	6	30/09/2024	1,128.86



Claim a VAT refund as an organisation not registered for VAT

Confirm customer reference number Yes

Organisation details

Customer reference number XPV126000105173

Organisation name Wendover Parish Council

Organisation type Local authority or similar

Changed bank or address details No

Claim details

Claim is £100 or more Yes

Start date 1 July 2024

End date 30 September 2024

Invoice details

Upload or enter invoice details Upload a file summarising all the invoice details

Upload invoice file Q2 2024_25 VAT return.pdf

Total amount of VAT you paid

Paid amount £8,618.09

Total refund amount you are claiming

Amount of VAT you are claiming The total amount of VAT paid: £8,618.09



Submit to HMRC On VAT Archive Completion

Date 29/10/2024 Wendover Parish Council Current Year Page 1
 Time 16:16 End Date of Assessment Month 6

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
01/07/2024	244155576	Hilux vehicle hire	Wendover Parish Council	74.05
01/07/2024	868379851	Food and snacks HS2 pub mtg	Wendover Parish Council	2.15
03/07/2024	478321431	Superglue	Wendover Parish Council	1.32
03/07/2024	706542643	Print and Copy Cost JUL	Wendover Parish Council	23.40
03/07/2024	448 5888 86	orange hazard light	Wendover Parish Council	14.99
03/07/2024	542 9514 38	Annual sanitary bin empty	Wendover Parish Council	33.06
03/07/2024	935 4213 34	Payroll services	Wendover Parish Council	12.00
03/07/2024	984 1348 94	S/L repairs 245, 394	Wendover Parish Council	114.30
04/07/2024	639237322	MS35 licenses - summer staff	Wendover Parish Council	7.38
04/07/2024	294195959	Memorial bench plaque	Wendover Parish Council	10.84
04/07/2024	394121263	Sharp sand - witchell test	Wendover Parish Council	15.12
04/07/2024	294195959	ERROR CORRECT	Wendover Parish Council	-10.84
05/07/2024	370111348	Toolkit for office	Wendover Parish Council	5.16
07/07/2024	198887416	SMART pension admin fee	Wendover Parish Council	4.40
11/07/2024	305634227	Wireless mouse	Wendover Parish Council	2.00
12/07/2024	GB805015277	MWS leaflets/trail map	Wendover Parish Council	26.08
12/07/2024	115100677	Mesh fencing for events	Wendover Parish Council	6.22
14/07/2024	305634227	Wireless Mouse	Wendover Parish Council	3.33
15/07/2024	305634227	Covid tests for staff	Wendover Parish Council	2.41
15/07/2024	684966762	Clock Tower Elex Jul	Wendover Parish Council	5.13
15/07/2024	684966762	Manor Waste Elex Jul	Wendover Parish Council	0.84
15/07/2024	684966762	Site Safe elex July	Wendover Parish Council	2.96
16/07/2024	818290029	Streetlight electricity	Wendover Parish Council	205.09
16/07/2024	100208881	Fuel	Wendover Parish Council	80.26
17/07/2024	189775040	Clock Tower Water - Jul	Wendover Parish Council	3.56
17/07/2024	245719348	Phone, Broadband Jun	Wendover Parish Council	23.34
19/07/2024	305634227	Fold up event tables	Wendover Parish Council	30.24
19/07/2024	159 4194 80	Toilets for picnic in the park	Wendover Parish Council	100.00
19/07/2024	984 1348 94	S/l repair 133, 133b	Wendover Parish Council	57.60
20/07/2024	639237322	365 Licenses	Wendover Parish Council	13.72
23/07/2024	220671538	Internal Audit - EOY	Wendover Parish Council	79.00
23/07/2024	217537310	Office supplies	Wendover Parish Council	1.94
25/07/2024	813053468	Office supplies	Wendover Parish Council	0.90
26/07/2024	779019395	Acrobat Pro plan	Wendover Parish Council	3.33
01/08/2024	244155576	Hilux Lease Aug	Wendover Parish Council	74.05
02/08/2024	219786228	picnic table ground fixings	Wendover Parish Council	66.19
06/08/2024	100208881	Fuel Aug	Wendover Parish Council	84.51
07/08/2024	198887416	Admin Fee Aug	Wendover Parish Council	4.40

Balance Carried Forward Page 1 1,184.43



Submit to HMRC On VAT Archive Completion

Date 29/10/2024

Wendover Parish Council Current Year

Page 2

Time 16:16

End Date of Assessment Month 6

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
07/08/2024	727255821	Notebook	Wendover Parish Council	0.86
08/08/2024	696 4000 27	HR and H&S support package	Wendover Parish Council	424.80
08/08/2024	706542643	printer/copier Aug	Wendover Parish Council	23.40
08/08/2024	935 4213 34	Payroll admin	Wendover Parish Council	12.00
08/08/2024	219786228	4 replacement pc tables	Wendover Parish Council	538.40
08/08/2024	984 1348 94	s/l 29 Lionel UKPN report	Wendover Parish Council	25.40
08/08/2024	984 1348 94	s/l 379,378,116,408,29	Wendover Parish Council	283.30
08/08/2024	448 5888 86	Replace tyres - JD mower	Wendover Parish Council	66.80
08/08/2024	406833402	Allotment site clearance	Wendover Parish Council	80.00
14/08/2024	836613520	Repair CT top lock and keys	Wendover Parish Council	67.26
15/08/2024	684966762	Clock Tower Elec Aug	Wendover Parish Council	5.08
15/08/2024	684966762	Site Safe Elec - Auf	Wendover Parish Council	0.84
15/08/2024	684966762	Manor Waste Elec - Aug	Wendover Parish Council	0.99
19/08/2024	818290029	Aug payments correction	Wendover Parish Council	0.17
20/08/2024	639237322	MS 365 Licenses	Wendover Parish Council	21.10
26/08/2024	779019395	Acrobat Pro plan	Wendover Parish Council	3.33
29/08/2024	305634227	Outdoor weatherproof cable	Wendover Parish Council	6.85
29/08/2024	727255821	Award Rosettes	Wendover Parish Council	4.33
29/08/2024	305634227	RCD Socket protector	Wendover Parish Council	2.12
30/08/2024	305634227	A4 paper	Wendover Parish Council	4.00
03/09/2024	244155576	Hilux Lease Agreement Aug	Wendover Parish Council	74.05
03/09/2024	887 7502 70	replacement defib pads	Wendover Parish Council	37.36
04/09/2024	132120183	Weedkiller - roundup proactive	Wendover Parish Council	11.99
06/09/2024	537167923	Deposit for works at Hampden	Wendover Parish Council	1,093.79
06/09/2024	253551022	Repair of Stihl hedge cutter	Wendover Parish Council	16.00
06/09/2024	537 8792 89	War memorial planters	Wendover Parish Council	77.60
06/09/2024	537 8792 89	Hanging bsk and planters	Wendover Parish Council	384.30
06/09/2024	537 8792 89	Trees and planters MNW	Wendover Parish Council	732.00
06/09/2024	448 5888 86	flail deck repair	Wendover Parish Council	141.16
06/09/2024	979124287	Septic Tank Empty	Wendover Parish Council	33.00
06/09/2024	120 9314 49	Tree works and maintenance	Wendover Parish Council	1,283.33
06/09/2024	984 1348 94	Light repair 71 - new lantern	Wendover Parish Council	106.00
06/09/2024	984 1348 94	Light repairs - 82, 95	Wendover Parish Council	57.60
06/09/2024	935 4213 34	Payroll Services	Wendover Parish Council	12.00
06/09/2024	706542643	Printer/Copier costs	Wendover Parish Council	23.40
06/09/2024	440498250	External Audit Fee	Wendover Parish Council	210.00
07/09/2024	198887416	Pension admin fee	Wendover Parish Council	4.40
10/09/2024	100126296	Monthly mobile plan	Wendover Parish Council	0.83
10/09/2024	727255821	INdoor security camera	Wendover Parish Council	6.09

Balance Carried Forward Page 2

7,060.36



Submit to HMRC On VAT Archive Completion

Date 29/10/2024

Wendover Parish Council Current Year

Page 3

Time 16:16

End Date of Assessment Month 6

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
10/09/2024	305634227	Video doorbell and chime	Wendover Parish Council	13.33
10/09/2024	868379851	office supplies	Wendover Parish Council	0.86
12/09/2024	391 0807 55	office date stamp	Wendover Parish Council	7.83
12/09/2024	709535032	Rowan trees for pond	Wendover Parish Council	28.97
15/09/2024	684966762	Clock Tower Elec Aug	Wendover Parish Council	5.49
15/09/2024	684966762	Manor Waste Elec	Wendover Parish Council	0.97
15/09/2024	684966762	Site Safe Elec	Wendover Parish Council	0.92
17/09/2024	245719348	Clock Tower phone/broadband	Wendover Parish Council	23.34
17/09/2024	233410214	Future of neighbrhd plans evnt	Wendover Parish Council	6.54
18/09/2024	663428916	No parking sign - Ashbk	Wendover Parish Council	13.15
18/09/2024	918382014	Removal of slide ASH	Wendover Parish Council	199.00
18/09/2024	918382014	removal unsafe slide Hmpdn	Wendover Parish Council	115.00
18/09/2024	406833402	Allotment and Ashbrook cleranc	Wendover Parish Council	80.00
18/09/2024	984 1348 94	s/l 61,42,515,44,216b,243,247	Wendover Parish Council	521.40
18/09/2024	532570166	Ashbrk bus stop and signs	Wendover Parish Council	202.33
19/09/2024	818290029	Streetlight electricity	Wendover Parish Council	211.92
19/09/2024	305634227	Bulb planter	Wendover Parish Council	8.00
20/09/2024	639237322	MS 365 Licenses	Wendover Parish Council	21.10
25/09/2024	956196583	Fit and test tracking unit	Wendover Parish Council	8.00
26/09/2024	779019395	Acrobat plan	Wendover Parish Council	3.33
28/09/2024	100208881	Fuel Card AUg 2024	Wendover Parish Council	63.73
28/09/2024	748318117	Storage boxes	Wendover Parish Council	17.55
28/09/2024	305634227	Number padlock - Hogtrough	Wendover Parish Council	1.53
28/09/2024	305634227	replacement coat hooks	Wendover Parish Council	1.32
29/09/2024	305634227	Batteries	Wendover Parish Council	2.12
			Total VAT Detail from Cashbook	8,618.09

Balance Carried Forward Page 3

8,618.09



Submit to HMRC On VAT Archive Completion

Date 29/10/2024

Wendover Parish Council Current Year

Page 4

Time 16:16

End Date of Assessment Month 6

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
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I ANDREW EDWARD SMITH
(Full name in BLOCK LETTERS)

am claiming a refund of eight thousand, six hundred and eighteen pounds and 9 pence £ 8,618.09
(Pounds in words pence in figures)

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature  Date 29/10/24

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.



c) Bank reconciliations

Date: 10/09/2024

Wendover Parish Council Current Year

Page 1

Time: 16:01

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 1 - Current Bank Account

User: CLERK

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Lloyds Bus. Extra - 01471913	31/08/2024	117	26,123.45 ✓
			<u>26,123.45</u>
Unpresented Payments (Minus)		Amount	
03/07/2024 BACS	Dayla c/o Wendover Society	113.09	
			<u>113.09</u>
			26,010.36
Unpresented Receipts (Plus)			
		0.00	
			<u>0.00</u>
			26,010.36
		Balance per Cash Book is :-	26,010.36
		Difference is :-	0.00

Signatory 1:

Name A. SMITHSignedDate 10/9/24

Signatory 2:

Name C. GALLAGHERSignedDate 5/11/24



Date: 12/09/2024

Wendover Parish Council Current Year

Page 1

Time: 09:44

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 9 - Flagstone

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Flagstone WEND001C	31/08/2024		334,312.00
			<u>334,312.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			334,312.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			334,312.00
		Balance per Cash Book is :-	334,312.00
		Difference is :-	0.00

Signatory 1:

Name *A. SMITH* Signed [Redacted] Date *12/9/24*

Signatory 2:

Name *C. G. [Redacted]* Signed [Redacted] Date *5/11/24*



Date: 12/09/2024

Wendover Parish Council Current Year

Page 1

Time: 09:42

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 4 - Petty Cash

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/08/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name *A SMITH* Signed [Redacted] Date *12/19/24*

Signatory 2:

Name *C. GANAMON* Signed [Redacted] Date *5/11/24*



Date: 18/10/2024

Wendover Parish Council Current Year

Page 1

Time: 15:37

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - Current Bank Account

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bus. Extra - 01471913	30/09/2024	122	37,113.73 ✓
			<u>37,113.73</u>
Unpresented Payments (Minus)			Amount
03/07/2024 BACS Dayla c/o Wendover Society		113.09	
			<u>113.09</u>
			37,000.64
Unpresented Receipts (Plus)			
		0.00	
			<u>0.00</u>
			37,000.64
		Balance per Cash Book is :-	37,000.64
		Difference is :-	0.00

Signatory 1:

Name A Smith Signed Date 18/10

Signatory 2:

Name C. G. [Signature] Signed Date 5/11



Date: 04/10/2024

Wendover Parish Council Current Year

Page 1

Time: 10:35

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 9 - Flagstone

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Flagstone WEND001C	30/09/2024		465,440.86
			465,440.86
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			465,440.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			465,440.86
		Balance per Cash Book is :-	465,440.86
		Difference is :-	0.00

Signatory 1:

Name A SMITH Signed

Date 4/10/24

Signatory 2:

Name C. CALLAHAN Signed

Date 5/11/24



Date: 04/10/2024

Wendover Parish Council Current Year

Page 1

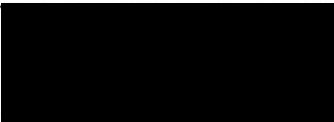
Time: 10:37

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 4 - Petty Cash

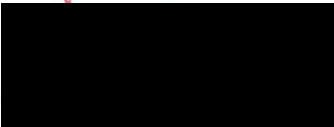
User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/09/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name A SMITH Signed  Date 4/10/24

Signatory 2:

Name C. GARDNER Signed  Date 5/11/24



Date: 11/11/2024

Wendover Parish Council Current Year

Page 1


Time: 14:49

**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 1 - Current Bank Account**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bus. Extra - 01471913	31/10/2024	128	39,356.66
			<u>39,356.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,356.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,356.66
		Balance per Cash Book is :-	39,356.66
		Difference is :-	0.00

Signatory 1:

Name A SMITH Signed  Date 11/11/24

Signatory 2:

Name Signed Date



Date: 11/11/2024

Wendover Parish Council Current Year

Page 1

Time: 15:37

Bank Reconciliation Statement as at 31/10/2024
for Cashbook 9 - Flagstone

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Flagstone WEND001C	31/10/2024		436,745.22
			<u>436,745.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			436,745.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			436,745.22
		Balance per Cash Book is :-	436,745.22
		Difference is :-	0.00

Signatory 1:

Name *A SMITH* Signed [Redacted] Date *11/11/24*

Signatory 2:

Name Signed Date



Date: 11/11/2024

Wendover Parish Council Current Year

Page 1


Time: 14:52

Bank Reconciliation Statement as at 31/10/2024
for Cashbook 4 - Petty Cash

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/10/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSigned .....Date

Signatory 2:

NameSignedDate



d) Project Costs – open projects

project title	Nominal	Date	Ref	Transactions	Sum of Expenditure	Sum of Income	Sum of Unclaimed Funding
EMR - Hampden Pond Works	338	19/05/2023	246	Open new EMR		£ 7,800.00	
		18/10/2023	BACS	Management plan and Risk assessment	-£ 4,753.56		
				Pond works – Hys, trees, banking	-£ 26,172.43		
		23/10/2023	249	HIS2 payment towards works (EL7k outstanding)		£ 21,486.00	£ 1,700.00
EMR - Hampden Pond Works Total					-£30,925.99	£29,286.00	£ 1,700.00
EMR - Library Extension	358			Open new EMR		£ 8,000.00	
EMR - Library Extension Total						£ 8,000.00	
EMR - Parking Review	9114350	01/12/2022		Money transferred to EMR		£ 7,508.00	
		31/03/2023	BACS	Inquire from Community Board panel	-£ 7,436.88		
		01/04/2023		EMR closed tfr back to gen reserve	-£ 71.12		
EMR - Parking Review Total					-£ 7,508.00	£ 7,508.00	
EMR - Skate Park	357	31/03/2024	F23/89 + 90	Transfer of fundraising income to EMR		£ 3,854.50	
				Open new EMR		£ 15,000.00	
				Heart of Buckinghamshire			£ 10,000.00
				Lionel Abel Smith Trust			£ 15,000.00
EMR - Skate Park Total						£18,854.50	£25,000.00
Grand Total					-£38,433.99	£63,648.50	£26,700.00



e) Flagstone account

Flagstone have changed their reporting tool to present monthly sheets but there are rounding errors in the interest payments to the savings accounts that sometimes mean the stated interest payments are 1p out – therefore I now have to perform a double check every month to ensure the total interest received matches the account balances. This month there was 1p difference in two of the accounts.



Client: Wendover Parish Council
Currency: GBP
Reference: WEND001C

HOLDING ACCOUNT STATEMENT

Period: 01 October 2024 to 31 October 2024

Date	Transaction Type	Account From	Account To	Amount/Balance
17 October 2024	Withdrawal	Holding account	Nominated account	-£30,000.00 £0.00
17 October 2024	Maturity	Santander International	Holding account	+£30,000.00 £30,000.00

Flagstone, 1st Floor, Clareville House, 26-27 Oxendon Street, London, SW1Y 4EL, United Kingdom



Flagstone
1st Floor, Clareville House
26-27 Oxendon Street
London, SW1Y 4EL

T: +44 (0)20 3745 8130
E: clientservices@flagstoneim.com

Wendover Parish Council
Clock Tower High Street
HP22 6DU
United Kingdom

Client ref: **WEND001C**

SAVINGS ACCOUNTS STATEMENT

Summary from 01 October 2024 to 31 October 2024

£0.00 Holding account balance <small>(as at 31 October 2024)</small>	£436,745.22 Savings accounts balance <small>(as at 31 October 2024)</small>	£1,304.34 Total interest paid <small>(from 01 October 2024 to 31 October 2024)</small>	£569.61 Total interest unpaid <small>(from 01 October 2024 to 31 October 2024)</small>
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Bank name	Account type	Account status <small>(as at 31 October 2024)</small>	Unpaid interest (1)	Paid interest (2)	Savings accounts balance <small>(as at 31 October 2024)</small>
Sainsbury's Bank	Fixed 6 months	Active	£127.73	£0.00	£32,000.00
HSBC	Instant access	Active	£0.00	£332.18	£82,000.28
Aldermore	Notice 95 days	Active	£0.00	£362.67	£88,597.58
Hampshire Trust Bank	Instant access	Active	£0.00	£193.10	£50,289.87
Santander International	Instant access	Active	£0.00	£219.01	£54,691.12
Arbuthnot Direct - Part of Arbuthnot Latham & Co Ltd	Instant access	Active	£174.92	£77.08	£50,077.08
UBL UK	Instant access	Active	£170.42	£84.95	£50,084.95
OakNorth	Instant access	Active	£96.54	£35.35	£29,004.34

(1) Unpaid interest is indicative and may vary when it is credited to your account. We refer to unpaid interest as 'profit' for Sharia bank accounts.

(2) We refer to paid interest as 'profit' for Sharia bank accounts



Due to rounding errors the interest for current month based on account balances may vary slightly to adding up the total paid interest

CURRENT MONTH STATEMENT				CURRENT MONTH				Interest for current month		
Bank	Account type	Unpaid interest	Paid interest	Savings accounts balance	Opening bal	Tfr in	Tfr Out	Pre interest balance	Closing bal	
Sainsburys Bank	Fixed 6 Months	127.73	0	32,000.00	32,000.00			32,000.00	32,000.00	
HSBC	Instant Access	0	332.18	82,000.28	81,668.09			81,668.09	82,000.28	
Aldermore	Notice 95 days	0	362.67	88,597.58	88,234.90			88,234.90	88,597.58	
Hampshire Trust Bank	Instant access	0	193.10	50,289.87	50,096.77			50,096.77	50,289.87	
Santander International	Instant access	0	219.01	54,691.12	84,472.11		30,000.00	54,472.11	54,691.12	
Arbuthnot Direct	Instant Access	174.92	77.08	50,077.08	50,000.00			50,000.00	50,077.08	
UBL UK	Instant access	170.42	84.95	50,084.95	50,000.00			50,000.00	50,084.95	
OakNorth	Instant access	96.54	35.35	29,004.34	28,968.99			28,968.99	29,004.34	
Summary		569.61	1,304.34	436,745.22	465,440.86	0.00	30,000.00	435,440.86	436,745.22	
HOLDING ACCOUNT CHECK										
Total balances					Opening bal	Tfr in	Tfr to bank	Tfr to savings	Closing bal	
Total savings accounts	£436,745.22				-	30,000.00				
Holding account balance										
Total portfolio balance	£436,745.22									
PREVIOUS MONTH STATEMENT										
Bank	Account type	Unpaid interest	Paid interest	Savings accounts balance	Opening bal	Tfr in	Tfr to bank	Tfr to savings	Closing bal	
Sainsburys Bank	Fixed 6 Months	53.56	0	32,000.00						
HSBC	Instant Access	0	330.84	81,668.09						
Aldermore	Notice 95 days	0	349.56	88,234.90						
Hampshire Trust Bank	Instant access	0	243.63	50,096.77						
Santander International	Instant access	0	214.29	84,472.11						
Arbuthnot Direct	Instant Access	77.08	0.00	50,000.00						
UBL UK	Instant access	84.95	0	50,000.00						
OakNorth	Instant access	35.35	0.00	28,968.99						
Summary		250.94	1,138.32	465,440.86						
Total balances										
Total savings accounts	£465,440.86									
Holding account balance	£0.00									
Total portfolio balance	£465,440.86									



f) Internal control checklist

	Q1					Q2					Q3			Q4			Notes
	Apr-24	May-24	Jun-24	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24					
Wendover Parish Council - Internal Controls Check List 2024-2025																	
Bank reconciliation complete with bank statements filed and signed	AS/CG	AS/CG	AS/CG	AS/CG	AS/CG	AS/CG	AS	AS/CG	AS/CG	AS/CG	AS						
Flagstone statement reviewed and checked	AS/CG	AS/CG	AS/CG	AS/CG	AS/CG	AS/CG	AS	AS/CG	AS/CG	AS/CG	AS						
Payments checked and reviewed, no evidence of any outstanding sums.	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS						
DD and regular payments sheet updated	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS						
Receipts reviewed no evidence of outstanding sums.	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS						
I&E Report to Council	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS						
EMR Report to Council	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS						
Balance Sheet to Council	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS						
Website updated with financial information	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS						
End of year projection done from m6 and concerns highlighted to Council																	
Over 1000 Report to Finance (previous quarter)		28/05/2024			06/08/2024												
Project costs to Finance		28/05/2024			06/08/2024												
VAT Return completed for Quarter.	AS (Q4)			AS Q1							AS Q2						
Petty Cash checked and confirmed reconciles.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a						
Cheque book checked as under lock & key, no missing cheques.	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS						£200 float for xmas event only
Debit card checked as being under lock & key.	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS						Cheques no longer used but we still have a cheque book so check!
Random check of 5 invoices / payments: - Confirm payment amount & invoice agree - Confirm that payment amount agrees with what is sent monthly to Councilors for approval - Confirm payment amount agrees with what has been debited to bank account and this is AFTER Councilor confirmation.																	



ITEM 8a – ANNUAL RETURN AND AUDIT

BROUGHT BY

Office

SUMMARY

To note the conclusion of the 2023/24 annual return and audit and confirm internal audit arrangements for 2024/25.

PARISH COUNCIL BACKGROUND

See below

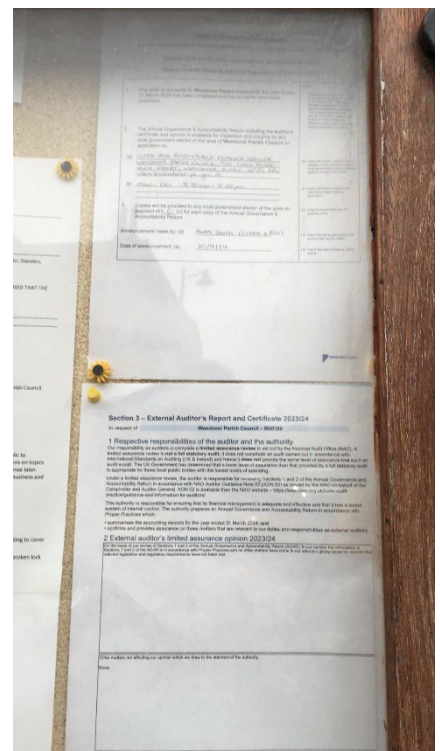
DETAILS

Introduction

The audit process for Parish Councils with an income at the level of ours is, briefly as follows:

- Internal Audit – conducted by an external auditor and focused on the policies and procedures and that they are being followed. They are appointed by the Council every 3 years.
- External Audit – conducted by an external auditor which is appointed to the Council

We have successfully completed the process for the 2023/24 financial year and our accounts have been confirmed as satisfactory by the external auditor who has signed off the accounts and the process. This notification was sent to us on 4th September and circulated at the time. As set out in the regulations the closure letter and final section of the Annual Governance & Accountability Return (AGAR) signed by the external auditor has been on the website since 10th September 2024 and on the noticeboards since the 10th September 2024 where they currently remain as information for the parish.





Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Wendover Parish Council – BU0198**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/08/2024



Wendover Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Wendover Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Wendover Parish Council on application to:</p> <p>(a) <u>CLERK AND RESPONSIBLE FINANCE OFFICER</u> <u>WENDOVER PARISH COUNCIL, THE CLOCK TOWER</u> <u>HIGH STREET, WENDOVER, BUCKS HP22 6DU</u> <u>clerk@wendover-pc.gov.uk</u></p> <p>(b) <u>MON - FRI 9:30am - 4:00pm</u></p> <p>3. Copies will be provided to any local government elector of the area on payment of £ <u>0</u> (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>ANDY SMITH (CLERK & RFO)</u></p> <p>Date of announcement: (e) <u>10/9/24</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Internal Audit 2024/25

Our internal auditor has been agreed for three years. This is the third year of the internal auditor. Wendover Parish Council appointed IAC Audit and Consultancy Ltd.

Wendover has chosen to undertake 2 internal audits a year and I would recommend it keep this pattern. The first internal audit for this financial year will take place on Mon 9th December 2024. There will be a second audit for this financial year around the year end on 31st March 2025, probably in April.

Internal Checks and Review of procedures

There is nothing so far in the information we have received that warrants any concern about the processes and procedures.

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- To formally note the end of the external audit and internal audit process.



ITEM 8b – BUDGET AND PRECEPT PROPOSAL

BROUGHT BY

Office/Amenities/Staffing Committee

SUMMARY

To consider the draft of the 2024/25 budget including requests from Amenities and Staffing to recommend to full council on the 5th December 2023.

PARISH COUNCIL BACKGROUND

This is part of the annual budgeting process

DETAILS

Introduction

On the whole the budget has been prepared with the principles of keeping the precept charge as small as possible. Whilst there will have to be a rise it is hoped that through prudent planning this rise can be below inflation, thus not adding significantly to the financial burdens faced in the Parish.

There are some significant expenditures that the Council need to make and that includes spending £30k a year replacing equipment in our playgrounds and further money to ensure the Hampden Pond will not fall into ruin by following the management plan commissioned for the pond.

The staffing costs are difficult to predict accurately because of the current reviews and potential changes but the budget request should allow us to deliver the correct staff team for the Council.

The projected year end position for this financial year is based on the latest set of management accounts for October (month 7) with each budget line being predicted based on known future expenditure.

As we do not have the General Power of Competence each budget line is based on a specific power, Act or Statutory Instrument. This is available separately on request and will be displayed on the website alongside the budget.

As per last year we do not have the current Band D calculations from Buckinghamshire Council. However, there has been very little movement in the Parish; a prediction based on last years calculations will be so close to this year's actual calculation that Council can be confident of the financial impact of the budget on the average household.

The operational budgets breakdown are shown in Appendix A, The reserves and EMRs are shown in Appendix B, The staffing calculations are shown in Appendix C. This year's year end projection is shown in previous papers as Item 8d.



This year’s request

2025/26

Amenities Income	38,615.00		
Amenities Expenditure	156,040.00	117,425.00	Net Budget Cost
Finance and General Income	13,000.00		
Finance and General Expenditure	86,600.00	73,600.00	Net Budget Cost
Staffing Expenditure		201,857.23	Net Budget Cost

Total Precept required to cover expenditure	401,382.23	% increase	3.33%
<i>Increase since last year</i>	<i>12,937.23</i>		

BAND D 2024/25

Precept Due **116.26** Year
9.69 Month

This calculation is designed to allow taxpayers to compare the charges with other Parishes. The formula looks at all the properties in different bands in the Parish and calculates what the charge would be for a band D property.

Band D Tax Comparisons from 2023/24

Annual Difference	£3.37	Percent	2.98%
Monthly Difference	£0.28	Percent	2.98%

Previous year

2024/25

Amenities Income	29,113.00		
Amenities Expenditure	132,515.00	103,402.00	Net Budget Cost
F&G Income	4,700.00		
F&G Expenditure	83,750.00	79,050.00	Net Budget Cost
Staffing Expenditure	205,993.00		
Total	388,445.00		

BAND D - 2023/24

Precept raised **112.89** Year
9.41 Month

The headline increase is 3.33% but that only equates to £3.37 a year (28p a month) if we assume the Band D calculation remains roughly the same.



FINANCIAL CONSIDERATIONS

- This is the budget request for 2024/25

LEGAL AND RISKS

- n/a

PROPOSAL

- To recommend the budget for approval by Parish Council



Appendix A - INCOME AND EXPENDITURE BUDGET

		THREE YEAR PROJECTION								
Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	26/27	27/28	28/29	Comments	
Amenities Income										
1000	Allotment Rent	1,630	1,261	1,630	0	1,580	1,580	1,580	Based on 90% occupancy and fixed charge index prices	
1005	Charter Fair	220	220	220	0	240	240	240	Expect 2 x hires £120 each	
1010	Cricket Club Lease	300	300	300	0	350	350	350	No increase in lease	
1021	Market - Local Produce	1,500	1,200	1,260	-240	1,320	1,320	1,320	based on 6 pitches@£20 for 11 months = 1320	
1022	Market - Weekly	10,660	10,660	10,660	0	10,920	10,920	10,920	Agreement is £210 per week paid monthly	
1030	Other Rents (Open Spaces)	2,045	2,000	2,045	0	2,000	2,000	2,000	Assuming similar level of usage	
1035	BCC Devalved Services	10,158	19,198	19,000	8,842	19,570	20,157	20,762	It is reasonable to assume a similar level of funding	
1214	Christmas Trees	2,000	1,750	2,000	0	2,000	2,000	2,000	Assuming similar	
1260	Xmas Event Income	500	1,500	500	0	500	500	500	Assuming similar	
1261	Rifle Club Lease	100	100	100	0	100	100	100	Assuming similar	
1262	Fundraising Income	0	100	500	500	500	500	500	Currently Skatepark	
1263	Event Income (PIP etc)	0	370	400	400	400	400	400	Picnic in Park and other events	
	TOTAL INCOME	29,113	38,189	37,715	8,602	38,580	39,167	39,772		
Events Expenditure										
4100	Annual Parish Meeting	500	257	500	0	510	520	531	Room hire and refreshments	
4105	Xmas Decorations (Trees, Lights etc.)	6,500	6,500	8,500	2,000	8,670	8,843	9,020	This represents the predicted cost of maintaining the current lights	
4109	Promo Materials	750	750	1,000	250	1,020	1,040	1,061	A small increase to represent extra support for the business group	
4110	Entertainments & Events	5,000	5,400	5,000	0	5,100	5,202	5,306	No current reason to change this budget	
4111	Parades	500	500	500	0	510	520	531	RAF Freedom parade and Remembrance Day	
4112	Floral Display	8,885	8,500	6,500	-2,385	6,630	6,763	6,898	There was a bump year when we get trees for the manor waste	
4113	HS2 Public update meetings	0	500	500	500	510	520	531	It is assumed these will continue	
4122	Markets - Local Produce (promo and events)	500	650	500	0	510	520	531	events at the markets	
4124	Markets - Business Rates	990	1,076	1,050	60	1,071	1,092	1,114	we anticipate an increase from Bucks Council	
4125	Markets - Water	50	2	0	-50	0	0	0	We no longer pay for a standpipe as it is never used	
4126	Markets - Electric	380	300	380	0	388	395	403	Based on current usage and market price stabilisation	
4130	Annual Village Quiz	400	400	800	400	816	832	849	To revamp and promote a new style quiz	
4132	Christmas Celebration Event	2,500	2,680	2,750	250	2,805	2,861	2,918	No current reason to change this budget	
	TOTAL EXPENDITURE	26,955	27,515	27,980	1,025	28,540	29,110	29,693		



THREE YEAR PROJECTION										
Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	26/27	27/28	28/29	Comments	
Highways Expenditure										
4200	Bus Shelters	500	1012	4,000	3,500	1,000	1,020	1,040	Bus shelter for stop used by PMG residents	
4210	Refuse Bins	500	0	500	0	510	520	531	Based on current and predicted	
4211	Severe Weather (bins, grit etc.)	500	0	500	0	510	520	531	Based on current and predicted	
4215	Street Furniture (seats, noticeboards etc.)	1,000	0	1,000	0	1,020	1,040	1,061	Based on current and predicted	
TOTAL EXPENDITURE		2,500	1012	6,000	3,500	3,040	3,101	3,163		
Lighting Expenditure										
4300	Energy - Street Lights	12,500	13000	13,000	500	13,260	13,525	13,796	There may be changes depending on S/L switchoff	
4305	Maintenance	10,000	14750	15,000	5,000	15,300	15,606	15,918	This is based on the current pattern of repairs	
4315	New Columns	7,000	3000	7,000	0	7,140	7,283	7,428	This allows for two column replacements	
4320	Inspections	1,500	1500	1,500	0	1,530	1,561	1,592	No current reason to change this budget	
TOTAL EXPENDITURE		31,000	32250	36,500	5,500	37,230	37,975	38,734		



Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	THREE YEAR PROJECTION			Comments
						26/27	27/28	28/29	
Recreation Expenditure									
4400	Dog Bins - Contract for Emptying	2,200	2600	2,600	400	2,652	2,705	2,759	assume similar
4405	Maintenance Fences, Gates & Hedges	15,000	16000	7,000	-8,000	1,600	1,632	1,665	Pond fencing and fencing around community orchard
4406	Maintenance - footpaths	2,000	500	2,000	0	2,040	2,081	2,122	Footpath maintenance - inc canal towpath
4410	Maintenance Groundworks	5,000	6000	7,000	2,000	7,140	7,283	7,428	to support works being proposed to strategy group
4415	Maintenance Inspections etc.	1,800	2800	2,800	1,000	2,856	2,913	2,971	mainly playground inspections
4416	Pond	1,500	1500	1,500	0	1,530	1,561	1,592	This does not include major works which are Amenities project
4417	Tree Works	4,000	10000	6,000	2,000	6,120	6,242	6,367	Based on current levels of maintenance
4418	Maintenance Tree Inspections	0	0	0	0	0	2,000	2,040	Next due in 2026
4421	Community Orchard Maintenance	750	750	750	0	765	780	796	assume similar
4425	Capital Expenditure	12,000	0	2,500	-9,500	5,000	5,100	5,202	
4426	Vehicle Lease	4,440	4500	4,440	0	4,440	4,529	4,619	Assume similar level to hilux for new vehicle
4430	Mower Maintenance	2,000	2500	2,500	500	2,550	2,601	2,653	Mower is at an age where it will need reg maintenance
4435	Play Equipment	5,000	15000	30,000	25,000	30,000	30,000	30,000	There is a clear need to start a replacement programme
4440	Play Equipment Repairs & Maintenance	3,000	3000	3,000	0	3,060	3,121	3,184	as above
4450	Premises Garage Rent	1,620	1620	1,620	0	1,652	1,685	1,719	No current reason to change this budget
4455	Sitesafe Electricity	300	384	300	0	306	312	318	based on current usage and prices
4465	Sitesafe Water/Sewage	300	150	300	0	306	312	318	No current reason to change this budget
4475	Fuel	3,200	3800	3,200	0	3,264	3,329	3,396	in line with higher fuel prices
4480	Materials & Tool Purchase	2,500	1100	2,500	0	2,550	2,601	2,653	No current reason to change this budget
4481	Machinery/Tools Service & Repairs	2,500	1000	2,500	0	2,550	2,601	2,653	new equipment policy reducing repair needs
4485	Protective Clothing (PPE)	750	450	750	0	765	780	796	increase in PPE needs of grounds team
4490	Refuse Bin Contract	1,200	1200	1,300	100	1,326	1,353	1,380	assume similar
4495	Sundries	500	50	500	0	510	520	531	No need for such a large "sundries" budget
4497	Defibrillators	500	500	500	0	510	520	531	assume similar
TOTAL EXPENDITURE		72,060	75404	85,560	13,500	83,492	86,562	87,693	



Code	Description	24/25 Budget	24/25 FY Fore cast	25/26 Budget	Variance 24/25 Budget	THREE YEAR PROJECTION			Comments
						26/27	27/28	28/29	
Finance & General Income									
1200	Grants Incoming (Inc S106)	0	-	0	0	0	0	0	
1205	Dividends Rec'd ex Whitcheil Trust	400	262	400	0	408	416	424	Based on current market conditions
1210	Interest Rec'd ex Deposits	3,500	11,500	11,000	7,500	10,000	10,000	10,000	Based on interest rates going down over the year
1215	Miscellaneous Income	0	-	600	600	612	624	637	Share of money from Budgens parcel machine covering rent
1250	Precept Received	388,445	388,445	401,382	12,937	401,735	417,781	428,783	Precept request collected by Bucks Council
1265	Capital Receipts	0	-	0	0	0	0	0	
1266	Fairhive Income (s/l)	800	816	1,000	200	1,020	1,040	1,061	A pprox £200 per quarter
TOTAL INCOME		393,145	401,023	414,382	21,237	413,775	429,862	440,906	



Code	Description	23/24 Budget	23/24 FY Forecast	24/25 Budget Request	Variance 23/24 Budget	THREE YEAR PROJECTION			Comments
						25/26	26/27	27/28	
F&G Expenditure									
4496	Professional Support (HS2 etc)	2,000	1,500	2,000	0	2,040	2,081	2,122	Hampden pond consultancy
4550	Communications - Publicity	7,500	7,000	6,500	-1,000	6,630	6,763	6,898	A lot of time and publicity has been spent on W2W work and
4555	Communications - Website	3,000	2,500	3,000	0	3,060	3,121	3,184	
4560	Financial - Bank Charges	600	400	600	0	612	624	637	
4565	Financial - Fees - Audit	2,300	1,800	2,300	0	2,346	2,393	2,441	Budget accrues for external audit fee from last financial year
4570	Financial - Fees - Legal	2,000	1,500	2,000	0	2,040	2,081	2,122	There is nothing planned but need to keep a contingency
4575	Financial - Insurance	7,950	7,950	7,950	0	8,109	8,271	8,437	Last years budget did not allow for increase due to Hilux
4580	Financial - Software	800	800	800	0	816	832	849	
4582	End of Year Support RBS	0	-	0	0	0	0	0	This was accrued for last year but we do not need eoy support
4615	Office - Broadband/Tel/Fax	1,750	1,600	1,750	0	1,785	1,821	1,857	still on cheaper BT deal but allowing for a small uplift on
4620	Office - Copier	1,500	1,500	1,500	0	1,530	1,561	1,592	
4621	Office - Equipment - Expend	3,000	3,000	3,000	0	3,060	3,121	3,184	Includes IT support, MSOffice and Adobe software subs
4625	Office - Equipment Capital	1,000	1,000	1,000	0	1,020	1,040	1,061	
4630	Office - Postage & Stationery	300	390	400	100	408	416	424	
4640	Office - Testing - Electrical	100	75	100	0	102	104	106	
4645	Office - Testing - Fire	300	300	300	0	306	312	318	
4650	Office - Utilities - Electric	2,800	2,500	2,800	0	2,856	2,913	2,971	based on current costs
4655	Office - Utilities - Water	150	275	150	0	153	156	159	Meter readings have reduced bill based on actual usage
4660	Property Mgt - Clock Tower	1,750	2,900	2,500	750	2,550	2,601	2,653	clock has yet to have its annual service
4665	Property Mgt - Manor Waste	1,000	500	1,000	0	1,020	1,040	1,061	Central drain needs clean and clear
4670	Property Mgt - SiteSafe	1,000	1,000	1,000	0	1,020	1,040	1,061	Nothing planned
4675	Property Mgt - War Memorial	500	2,574	500	0	510	520	531	
4685	Subscriptions and Donations	2,250	2,000	2,250	0	2,295	2,341	2,388	In line with current subscriptions
4690	Misc - Chairman's Expenses	1,200	600	1,200	0	1,224	1,248	1,273	
4691	Misc - Councillor Expenses	100	100	100	0	102	104	106	
4695	Misc - Room Hire	1,200	1,200	1,200	0	1,224	1,248	1,273	
4700	Misc Sundry Expenses Finance	500	500	500	0	510	520	531	
4705	Misc - Travel Staff & ClIrs	200	200	200	0	204	208	212	
4706	Elections	0	-	3,000	3,000	0	0	0	3,000 Elections in May 25 and May 29
4707	H&S	3,000	3,000	2,000	-1,000	2,040	2,081	2,122	H&S largely up to date
TOTAL EXPENDITURE		49,750	48,664	51,600	1,850	49,572	50,563	51,575	



Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	THREE YEAR PROJECTION			Comments
						26/27	27/28	28/29	
Grants Out - not S137									
4585	Grants Out - Churchyard Care	7,000	7,500	7,500	500	7,500	7,500	7,500	
4586	Grants Out - Wendover Youth Ce	7,000	7,500	7,500	500	7,500	7,500	7,500	
4591	Grants Out - Major - not S137	0	5,000	10,000	10,000	10,000	10,000	10,000	
4613	Grants Out - Minor - not S137	0	2,000	2,000	2,000	2,000	2,000	2,000	
Grants Out - S137									
4590	Grants Out - Major S137	15,000	10,000	5,000	-10,000	5,000	5,000	5,000	
4611	Grants Out - Minor S137	5,000	3,000	3,000	-2,000	3,000	3,000	3,000	
TOTAL EXPENDITURE		34,000	35,000	35,000	1,000	35,000	35,000	35,000	
THREE YEAR PROJECTION									
Code	Description	23/24 Budget	23/24 FY Forecast	24/25 Budget Request	Variance 23/24 Budget	25/26	26/27	27/28	Comments
Staffing									
4800	Amenities Salaries	73,585	76,745	61,457	-12,128	77,089	80,007	83,043	See salary calculations and notes spreadsheets
4801	Amenities NIC	6,795	6,174	7,165	370	7,582	7,962	8,357	
4802	Amenities Pension	10,459	7,789	3,466	-6,993	10,459	11,875	12,256	
4810	F&G Salaries	91,561	86,271	95,824	4,263	97,318	102,393	103,363	
4811	F&G NI	8,243	8,028	11,169	2,926	8,991	9,650	9,780	
4812	F&G Pensions	5,310	4,748	13,476	8,166	5,310	5,944	5,975	
4816	Student Loan	990	990	1,200	210	990	990	990	
4845	Payroll Charges	750	720	800	50	816	832	849	
4860	Training Staff & Councilors	3,500	3,500	3,500	0	3,570	3,641	3,714	
4855	HR & H&S Fees (Ellis Whittam)	3,500	2,500	2,500	-1,000	2,550	2,601	2,653	
4861	Uniform	1,000	1,000	1,000	0	500	510	520	
4862	SMART Pension Monthly Fee	300	220	300	0	306	312	318	
TOTAL EXPENDITURE		205,993	198,686	201,857	-4,136	215,481	226,718	231,820	



Appendix B – EMR AND GENERAL RESERVES

2025/2026 EMR's		Comments
Cessation	75,000.00	Maintain
Skate Park	40,000.00	an increase of c.£22k
Transport projects	5,000.00	a reduction of £4567 for TWG Priorities
Climate Action	4,748.00	No change
Play park replacement fund	0.00	plan to use EMR changed to a phased programme in I&E budgets
Equipment replacement fund	2,000.00	Any surplus from equipment purchase will go into this account and not general reserves
Hampden Pond	20,000.00	Starting to build up a fund for management plan
Witchell Bank	15,000.00	Start to build up a fund to sort out the path and bank
Total	161,748.00	

GENERAL RESERVES 2025/26

Detail	£	Comments
Balance as per Oct 2024 (Month 7)	£484,436.00	Source - Balance Sheet
Deduct Predicted Spend remaining	£191,985.62	See forecast spreadsheet for details
Sub Total	£292,450.38	
Deductions n/a	£0.00	
Deduct Expected EMR Spends through to March	£8,000.00	Library extension
Add on income (to be received and transferred to EMRs)	-1700	HS2 Grant to top up Hampden Pond EMR
Sub Total	£6,300.00	
Predicated End of Year Balance March 2025	£286,150.38	
2024/25 budget	£401,382.23	Funded by Precept
Money in from BC for Precept 2024/25	£401,382.23	
Sub Total	£286,150.38	
Minus EMR's planned for 2025/26	161,748.00	
£124,402.38	General Reserve Remaining	



Appendix C – STAFFING CALCULATIONS

	Salary		2024/25 Projected	2025/26 Projected	o/t	25/26 Projected Gross	eNIC	ePension	Additional	Total cost
	2024/25 Current	2024/25 Projected								
Staff										
Finance and General	58,371.00	90,709.00	95,824.18	95,824.18	0	95,824.18	11,169.12	13,475.94	-	120,469.23
Estates and Grounds	49,992.00	99,047.00	59,726.75	59,726.75	1,730.12	61,456.87	7,165.42	3,466.17	-	72,088.46



ITEM 8c –ASSET REGISTER

BROUGHT BY

Office

SUMMARY

To note the asset inspection from the summer period and further note that all assets are now photographed. To consider approving changes to the assets.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

We have suffered this year with vandalism and a lot of outside wooden furniture no longer being safe to use. As part of the work of one of the summer project staff we have also managed to photograph all of our assets, so we have a visual record. These photographs can be uploaded to our asset register on our finance system; but this has to be done manually, one record at a time, so this is a project to be done when we have capacity.

Additions

13/11/2024		Wendover Parish Council				Page 1
11:53		ASSETS ACQUIRED BETWEEN 01/04/2024 AND 13/11/2024				User: CLERK
Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value	
31/07/2024	PT001	Silver Birch Tree and planter - MNW Dobbins Ln bike racks	695.00	695.00	0.00	
31/07/2024	PT002	Silver Birch Tree and planter - MNW Dobbins Ln entrance	695.00	695.00	0.00	
31/07/2024	PT003	Silver Birch Tree and planter - MNW opposite numbers	695.00	695.00	0.00	
08/08/2024	PI015	Recycled Plastic Picnic Bench - Ash play park	906.89	906.89	0.00	
08/08/2024	PI016	Recycled Plastic Picnic Bench - Ash play park	906.89	906.89	0.00	
08/08/2024	PI017	Recycled Plastic Picnic Bench - Witch picnic area	906.89	906.89	0.00	
08/08/2024	PI018	Recycled Plastic Picnic Bench - Witchell picnic area	906.89	906.89	0.00	
25/10/2024	BE071	Memorial Bench - Community Orchard alogside road by Hampden Meadow	692.40	692.40	0.00	
05/11/2024	BU006	War Memorial uplighters	3,464.40	3,464.40	0.00	
TOTAL			9,869.36	9,869.36	0.00	



Disposals

13/11/2024 **Wendover Parish Council** Page 1
 11:46 **ASSETS DISPOSED BETWEEN 01/04/2024 AND 13/11/2024** User: CLERK

Disp. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
25/06/2024	PI005	Picnic Table - Ashbrook Play Park nearest road	500.00	500.00	0.00
26/06/2024	BE066	Bench Pond Adj to London Road top end	600.00	600.00	0.00
01/08/2024	PI002	Picnic Table Circular Ashbrook outside playpark	500.00	500.00	0.00
01/09/2024	PG014	Castle Slide and Chute Ashbrook	17,000.00	17,000.00	0.00
23/09/2024	PG001	Slide Hampden Playground	5,000.00	5,000.00	0.00
TOTAL			23,600.00	23,600.00	0.00

FINANCIAL CONSIDERATIONS

The total value of the additions and disposals is shown above. Not all disposals have been replaced

LEGAL AND RISKS

n/a

PROPOSAL

- To consider and approve the asset disposals and note the additions



ITEM 8d –CURRENT BANK ACCOUNT

BROUGHT BY

Office

SUMMARY

To note the removal of a signatory. To note the change in status of the account and authorise the Clerk to review current accounts with a view to moving banking arrangements and consider if we need to change the signatories for the current account now or wait until a decision is made as to our banking arrangements.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

As the previous Chair was also a bank signatory we have been trying to remove their access to the account since they left. This has again proved difficult. There is now an electronic way of removing signatories that should have been followed and completed by the time of the meeting.

If we are to remain with this account we will need 2 additional signatories to ensure that we can make payments in good time and share the burden of approvals. The new chair will need to be one of those signatories.

Change in status of the account

We have been informed by our bank that our account is no longer eligible for a local clubs and societies account and that we will be transferred to a standard business account in January. We will become subject to transaction charges and a monthly fee. At this stage, given our dissatisfaction with the Bank it makes sense to explore opening a new current account.

This may render the decision to add 2 account signatories mute

This request is to authorise the Clerk to review different bank accounts and present an option for decision by the full council.

FINANCIAL CONSIDERATIONS

The cost of banking will almost certainly increase with transaction fees and monthly fees

LEGAL AND RISKS

n/a

PROPOSAL



- **To note and approve the removal of Julie Williams from the Current Account**
- **To authorise the Clerk to liaise with other banks with a view of recommending a new current account for the Council**
- **To approve two new signatories to the current account.**