



WENDOVER PARISH COUNCIL

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FINANCE COMMITTEE AGENDA

Tuesday 21st February 2023 at 7:30pm
St Anne's Hall Aylesbury Road Wendover HP22 6JG

Committee Membership: Councillors Clive Gallagher (Chair), Stephen Worth, Julie Williams, Jo Durden-Moore, Rob Goodall and Sheila Bulpett (ex-officio).

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. APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

2. 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.

3. PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed

4. MINUTES

To confirm the minutes of the Extraordinary Finance Committee Meeting of the 6th December.

5. CLERK REPORT AND CORRESPONDENCE

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

6. STATE OF THE FINANCES AND REPORTS

- a) To review the I&E report, EMRs and balance sheet for Jan 2022.
- b) To review the over £500 report and VAT reclaim for Oct - Dec 2022.
- c) To review the bank reconciliations and statements for Oct - Dec 2022.
- d) To review reports on changes to assets
- e) To receive an update on project costs up to Jan 2022
- f) To review the Flagstone account statements
- g) To receive an update on the LGPS pension fund deficit and cessation value.

7. OTHER MATTERS

a) Internal Audit Jan 2023

- i) To note the internal audit report
- ii) To consider the response to the internal audit and resolve to make changes to the following areas of the financial regulations:
 - Payments to consider (5.2)
 - Investments and deposits (8.8-8.10)
 - Cash income (9.10)

8. APPLICATIONS FOR GRANTS

To consider the following applications for grants:

a) Major Grant Requests

- i) Wendover Dementia Society - £5000 - To support ongoing running of the operation for the year, including the weekly Monday club café
- ii) Citizens of the World - £5000 - Providing intensive language courses to Ukrainian guests
- iii) Citizens of the World - £5000 - Project to support Ukrainians to work in Wendover and the villages
- iv) St Mary's Church - £5000 - Upgrade of projector and a/v system for community and church services
- v) Wendover Action Group - £2500 - Continued provision of the Community Bus
- vi) Wendover Memorial Hall - £5000 - contribution to replacement of wooden flooring

b) Minor Grant Requests

- i) Jack in the Box - £999 - renew the fruit and veg growing garden as it is currently all rotted and in disrepair.
- ii) Wendover Canal Trust - £350 - Hi Vis jackets for canal volunteers

c) Standing Grants

- i) Wendover Youth Centre - £7000 - Support for Youth Centre Operations
- ii) St Mary's Church - Churchyard - £7000 - Maintenance and upkeep of graveyard

9. ITEMS FOR NEXT AGENDA

10. DATE OF NEXT MEETING

To note the date of the next Finance Meeting on Tue 21st February 2023

11. CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk to the Council

Date: 21st February 2023

WENDOVER PARISH COUNCIL

Minutes of the Extraordinary Finance Committee Meeting

6th December 2022 at 8:10pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Gallagher (Chair), Durden-Moore, Williams, Bulpett, Worth

Clerk and Minutes: Andy Smith

Members of Public: 1

1. APOLOGIES FOR ABSENCE

F22/074 None

2. DECLARATIONS OF INTEREST

F22/075 None

3. PUBLIC PARTICIPATION

F22/076 There was no public participation

4. MINUTES

F22/077 The minutes of the meeting of 15th November 2022 were considered. The minutes were **RESOLVED** as a true record and signed by the Chair.

5. CLERKS REPORTS AND CORRESPONDENCE

F22/078 None to report

6. OTHER MATTERS

a) Budget 2023/24

F22/079 The different budget models were explained, and it was **NOTED** that:

- Council had started from a position of trying to minimise the tax burden on the Parish.
- The reserves policy is based on 3-4 months operating costs and this figure is £100k, based on other councils this reserve is on the lower end, the guidance is between 3 months and your total precept (i.e. 12 months).
- It was believed that if we must increase the precept, it is more realistic to increase every year than keeping the same precept levels then having to make a huge rise in a single year.
- The pension fund deficit was noted, and reserves had to be increased to cover that risk.

It was **RESOLVED** to recommend to the council budget model 2, which set out an increase in the precept equivalent to 78p per month with a consolidation of our EMRs which would be approved at the start of the next financial year.

It was noted the majority of the increase in costs came from energy and fuel increases plus improvements to the local parish.

b) 2022/23 Virements

F22/080 It was **RESOLVED** that all virements should be reviewed at the end of the financial year as to allow council to understand where the under and overspends against budget had occurred.

c) Minor grant application

F22/081 NOTE that as many members of this committee have an interest in the discussion the decision was therefore referred to full council.

7. ITEMS FOR NEXT AGENDA

F22/082 There were no specific items to bring up to the next meeting on the 21st February 2023

8. CLOSURE OF MEETING

F22/083 All business was transacted. The meeting was closed at 8:20pm

Signed by
Chair to the Finance Committee

Date: 21st February 2023

Detailed Income & Expenditure by Budget Heading 15/02/2023

Month No: 10

ITEM 6a - INCOME AND EXPENDITURE REPORT

	Actual Current Mth	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	0	1,630	1,432	(198)			113.8%	
1005 Charter Fair	0	220	200	(20)			110.0%	
1010 Cricket Club Lease	0	225	300	75			75.0%	
1021 Markets - Local Produce	193	1,278	2,000	723			63.9%	
1022 Markets - Weekly Market	888	6,240	10,400	4,160			60.0%	
1030 Other Rental (Ashbrook)	50	1,531	1,500	(31)			102.1%	
1035 BCC Devolved Footpaths Income	0	17,613	17,613	(0)			100.0%	
1214 Christmas Trees	396	2,053	0	(2,053)			0.0%	
1260 Xmas event income	0	589	500	(89)			117.7%	
1261 Rifle Club Lease	0	100	100	0			100.0%	
Amenities Income :- Income	1,527	31,478	34,045	2,567			92.5%	0
Net Income	1,527	31,478	34,045	2,567				
125 Events Expenditure								
4100 Annual Parish Meeting excl refs	0	36	500	464		464	7.3%	
4105 Christmas Decorations	0	5,165	5,000	(165)		(165)	103.3%	
4109 Promo Materials	0	8	500	492		492	1.5%	
4110 Entertainment & Events ex s137	0	2,176	2,000	(176)		(176)	108.8%	
4112 Floral Display	1,809	3,724	5,000	1,276		1,276	74.5%	
4122 Markets - Local Produce	0	388	500	112		112	77.6%	
4124 Markets - Business Rates	110	1,098	1,300	202		202	84.4%	
4125 Markets - Water	0	27	50	23		23	54.1%	
4126 Markets - Electric	59	340	230	(110)		(110)	148.0%	
4130 Quiz	0	311	100	(211)		(211)	310.9%	
4132 Christmas Celebration Event	0	2,209	2,200	(9)		(9)	100.4%	
Events Expenditure :- Indirect Expenditure	1,978	15,482	17,380	1,898	0	1,898	89.1%	0
Net Expenditure	(1,978)	(15,482)	(17,380)	(1,898)				
130 Highways Expenditure								
4200 Bus Shelters	0	0	1,000	1,000		1,000	0.0%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc)	0	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	0	755	2,000	1,245		1,245	37.8%	
Highways Expenditure :- Indirect Expenditure	0	755	4,000	3,245	0	3,245	18.9%	0
Net Expenditure	0	(755)	(4,000)	(3,245)				

Detailed Income & Expenditure by Budget Heading 15/02/2023

Month No: 10

ITEM 6a - INCOME AND EXPENDITURE REPORT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Street Lighting Expendiure								
4300 Electricity	1,090	9,511	10,500	989		989	90.6%	
4305 Maintenance	428	9,615	6,000	(3,615)		(3,615)	160.3%	
4315 New Columns (not LEDs)	0	500	8,280	7,780		7,780	6.0%	
4320 Streetlighting Inspections	0	0	1,000	1,000		1,000	0.0%	
Street Lighting Expendiure :- Indirect Expenditure	1,518	19,626	25,780	6,154	0	6,154	76.1%	0
Net Expenditure	(1,518)	(19,626)	(25,780)	(6,154)				
140 Recreation Expenditure								
4400 Dog Bin Emptying	0	0	2,000	2,000		2,000	0.0%	
4405 Maintenance - Fences, etc	160	420	1,500	1,081		1,081	28.0%	
4410 Maintenance - Groundworks	2,218	2,179	5,000	2,821		2,821	43.6%	
4416 Pond Works	0	83	1,500	1,417		1,417	5.6%	
4417 Tree Works	300	1,114	2,500	1,386		1,386	44.6%	
4418 Tree Inspections	0	0	1,800	1,800		1,800	0.0%	
4421 Orchard Maintenance	0	1,122	600	(522)		(522)	187.0%	
4425 Capital Expenditure (asset pur	733	10,556	12,000	1,444		1,444	88.0%	
4430 Mower Maintenance	166	2,078	2,000	(78)		(78)	103.9%	
4440 Play Equip - Repairs & Maint	0	1,176	5,000	3,824		3,824	23.5%	
4450 Premises - Garage Rent	135	1,295	960	(335)		(335)	134.9%	
4455 Premises - SiteSafe Electrics	0	326	150	(176)		(176)	217.5%	
4465 Premises - SiteSafe Water, etc	2	265	100	(165)		(165)	265.5%	
4475 Misc - Fuel	243	2,336	1,800	(536)		(536)	129.8%	
4480 Misc - Materials & Tools	58	1,045	2,500	1,455		1,455	41.8%	
4481 Machinery/Tool Service Repair	156	1,180	3,500	2,320		2,320	33.7%	
4485 Misc - Protective Clothing	16	168	400	232		232	42.0%	
4490 Misc - Refuse Bins	73	678	1,200	522		522	56.5%	
4495 Misc - Sundries Recreation	0	696	1,200	504		504	58.0%	
4497 Defibrillators	0	824	800	(24)		(24)	102.9%	
Recreation Expenditure :- Indirect Expenditure	4,260	27,542	46,510	18,968	0	18,968	59.2%	0
Net Expenditure	(4,260)	(27,542)	(46,510)	(18,968)				
200 Finance & General Income								
1205 Witcheil Trust Grant	0	195	200	5			97.5%	
1210 Interest Received ex Deposits	0	1,320	1,000	(320)			132.0%	
1215 Miscellaneous Income	10	1,326	0	(1,326)			0.0%	
1250 Precept Received	0	326,328	326,328	0			100.0%	
1266 VAHT Streetlight Income	406	406	600	194			67.7%	
Finance & General Income :- Income	416	329,576	328,128	(1,448)			100.4%	0
Net Income	416	329,576	328,128	(1,448)				

Detailed Income & Expenditure by Budget Heading 15/02/2023

Month No: 10

ITEM 6a - INCOME AND EXPENDITURE REPORT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	0	538	2,000	1,462		1,462	26.9%	
4550 Communications - Publicity	150	5,042	5,750	708		708	87.7%	
4555 Communications - Website	150	1,292	1,500	208		208	86.2%	
4560 Financial - Bank Charges	0	340	580	240		240	58.7%	
4565 Financial - Fees - Audit	0	(34)	2,300	2,334		2,334	(1.5%)	
4570 Financial - Fees - Legal	0	(750)	2,000	2,750		2,750	(37.5%)	
4575 Financial - Insurance	1,992	7,932	5,700	(2,232)		(2,232)	139.2%	
4580 Financial - Software	0	751	800	49		49	93.9%	
4582 End of Year Support RBS	0	0	700	700		700	0.0%	
4615 Office - Broadband/Tel/Fax	25	1,444	1,600	156		156	90.2%	
4620 Office - Copier	117	1,170	1,850	680		680	63.2%	
4621 Office - Equipment - Expend	219	2,921	5,500	2,579		2,579	53.1%	
4625 Office - Equipment Capital	0	162	1,000	838		838	16.2%	
4630 Office - Postage & Stationery	9	486	500	14		14	97.1%	
4640 Office - Testing - Electrical	0	60	75	16		16	79.3%	
4645 Office - Testing - Fire	0	248	300	52		52	82.7%	
4650 Office - Utilities - Electric	520	1,589	1,700	111		111	93.5%	
4655 Office - Utilities - Water	0	113	150	37		37	75.3%	
4660 Property Mgt - Clock Tower	778	2,665	2,000	(665)		(665)	133.2%	
4665 Property Mgt - Manor Waste	15	15	1,000	985		985	1.5%	
4670 Property Mgt - SiteSafe	0	0	1,000	1,000		1,000	0.0%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	606	2,079	2,000	(79)		(79)	104.0%	
4690 Misc - Chairman's Expenses	150	665	1,200	535		535	55.4%	
4691 Misc - Councillor Expenses	0	0	200	200		200	0.0%	
4695 Misc - Room Hire	50	445	1,000	555		555	44.5%	
4700 Misc Sundry Expenses Finance	(65)	147	800	653		653	18.4%	
4705 Misc - Travel Staff & Cllrs	0	(23)	300	323		323	(7.8%)	
4707 H&S	0	59	3,000	2,941		2,941	2.0%	
Finance & General Expenditure :- Indirect Expenditure	4,716	29,355	47,005	17,650	0	17,650	62.5%	0
Net Expenditure	(4,716)	(29,355)	(47,005)	(17,650)				
230 Grants out - S137								
4585 Grant-Churchyard Care-NOT137	0	7,000	7,000	0		0	100.0%	
4586 Grants Out - Wendover Youth Ce	0	7,000	7,000	0		0	100.0%	
4590 Grants Out - Major	0	14,150	15,000	850		850	94.3%	
4611 Grants Out - Minor	1,000	2,145	5,000	2,855		2,855	42.9%	
Grants out - S137 :- Indirect Expenditure	1,000	30,295	34,000	3,705	0	3,705	89.1%	0
Net Expenditure	(1,000)	(30,295)	(34,000)	(3,705)				

Detailed Income & Expenditure by Budget Heading 15/02/2023

Month No: 10

ITEM 6a - INCOME AND EXPENDITURE REPORT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320 Staffing								
4800 Staffing - Amenities - Wages	6,463	50,382	54,408	4,026		4,026	92.6%	
4801 Staffing - Amenities - NIC	1,067	4,806	4,353	(453)		(453)	110.4%	
4802 Staffing - Amenities-Pension	1,224	6,774	7,475	701		701	90.6%	
4810 Staffing - F&G - Wages	6,606	63,935	96,354	32,419		32,419	66.4%	
4811 Staffing - F&G - NIC	937	6,323	7,979	1,656		1,656	79.2%	
4812 Staffing - F&G - Pension	324	2,873	7,979	5,106		5,106	36.0%	
4816 Staffing F&G Student Loan	53	67	0	(67)		(67)	0.0%	
4818 Temporary Staff	150	1,841	1,890	49		49	97.4%	
4845 Payroll Charges	60	492	660	168		168	74.5%	
4855 HR Consultancy Fees	0	3,294	3,200	(94)		(94)	102.9%	
4860 Training Staff & Cllrs	0	2,604	2,500	(104)		(104)	104.1%	
4861 Uniform	0	67	500	433		433	13.3%	
4862 Smart Pension Admin Fee	15	135	200	65		65	67.5%	
Staffing :- Indirect Expenditure	16,899	143,593	187,498	43,905	0	43,905	76.6%	0
Net Expenditure	(16,899)	(143,593)	(187,498)	(43,905)				
980 Amenities Reserves								
9110 EMR - Clock Tower Fountain/wal	0	1,196	0	(1,196)		(1,196)	0.0%	1,196
9112 EMR - Waste Bin Replacement	0	3,476	0	(3,476)		(3,476)	0.0%	3,476
9114 EMR - Parking Review	0	(7,508)	0	7,508		7,508	0.0%	
9127 EMR - New Christmas Tree Light	0	2,498	0	(2,498)		(2,498)	0.0%	2,498
9128 EMR - Climate Action	25	775	0	(775)		(775)	0.0%	775
Amenities Reserves :- Indirect Expenditure	25	438	0	(438)	0	(438)		7,946
Net Expenditure	(25)	(438)	0	438				
6000 plus Transfer From EMR	25	7,946						
Movement to/(from) Gen Reserve	0	7,508						
Grand Totals:- Income	1,943	361,053	362,173	1,120			99.7%	
Expenditure	30,396	287,086	362,173	95,087	0	95,087	73.7%	
Net Income over Expenditure	(28,453)	93,967	0	(93,967)				
plus Transfer From EMR	25	7,946						
Movement to/(from) Gen Reserve	(28,427)	101,913						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Ear Marked Reserves	0.00		0.00
321 Witchell C/Park Hedge EMR	0.00		0.00
322 Foothpath Ashbrook EMR	0.00		0.00
323 Playground Improvements EMR	0.00		0.00
324 Streetlights EMR	0.00		0.00
325 Adult Fitness Equipment EMR	0.00		0.00
326 Neighbourhood Planning EMR	0.00		0.00
327 Clock Tower EMR	0.00		0.00
328 Highway Trees	0.00		0.00
329 Manor Waste EMR	0.00		0.00
330 Witchell Car Park EMR	0.00		0.00
331 Wildflower EMR	0.00		0.00
332 HS2 Research & Evidence EMR	5,000.00		5,000.00
333 Wendover App EMR	0.00		0.00
334 Christmas Event EMR	0.00		0.00
335 Heron Path Railings Instal EMR	0.00		0.00
336 White Entry Point Gates EMR	0.00		0.00
337 War Memorial EMR	0.00		0.00
338 Hampden Pond EMR	5,000.00		5,000.00
339 RAF Freedom Parade EMR	0.00		0.00
340 Clock Tower Window Screen	0.00		0.00
342 Heron Path EMR	0.00		0.00
343 Library Noticeboard EMR	0.00		0.00
344 Community Info Boards EMR	0.00		0.00
345 Clock Tower Clock Repairs EMR	0.00		0.00
346 Clock Tower Fountain and Wall	25,000.00	-16,196.00	8,804.00
347 Ste Safe Extension EMR	0.00		0.00
348 Waste Bin Replacment EMR	5,000.00	-3,475.93	1,524.07
349 CAW Trees EMR	0.00		0.00
350 Parking Review EMR	0.00		0.00
351 GNS Wardens Event EMR	0.00		0.00
352 COVID Crisis Fund EMR	0.00		0.00
353 PMG Highway Signage EMR	0.00		0.00
354 Canal Path Repairs EMR	0.00		0.00
355 Actuary Consultation EMR	0.00		0.00
356 LGPS Cessation EMR	25,000.00		25,000.00
357 Skate Park EMR	15,000.00		15,000.00
358 Library Extension EMR	8,000.00		8,000.00
359 20 MPH Consultation	10,000.00		10,000.00
360 Clock Tower Heating EMR	5,000.00		5,000.00
361 MVAS EMR	5,000.00		5,000.00
362 New Cesspit Ashbrook	10,000.00		10,000.00
363 Christmas Lights EMR	5,000.00	-2,498.33	2,501.67
364 Climate Action EMR	10,000.00	-775.43	9,224.57
	133,000.00	-22,945.69	110,054.31

15/02/2023

Wendover Parish Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 10 Date ITEM 6a - BALANCE SHEET**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control A/c	8,210	
200	Current Bank Account	30,965	
202	Flagstone	275,405	
230	Petty Cash	8	
	Total Current Assets		314,589
<u>Current Liabilities</u>			
515	Allotment Deposits	1,881	
	Total Current Liabilities		1,881
	Net Current Assets		312,708
Total Assets less Current Liabilities			312,708
<u>Represented by :-</u>			
300	Current Year Fund	93,967	
310	General Reserves	108,687	
332	HS2 Research & Evidence EMR	5,000	
338	Hampden Pond EMR	5,000	
346	Clock Tower Fountain and Wall	8,804	
348	Waste Bin Replacment EMR	1,524	
356	LGPS Cessation EMR	25,000	
357	Skate Park EMR	15,000	
358	Library Extension EMR	8,000	
359	20 MPH Consultation	10,000	
360	Clock Tower Heating EMR	5,000	
361	MVAS EMR	5,000	
362	New Cesspit Ashbrook	10,000	
363	Christmas Lights EMR	2,502	
364	Climate Action EMR	9,225	
	Total Equity		312,708

15/02/2023

Wendover Parish Council Current Year

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Cashbook transactions totalling £500.00 or more
for the period 01/10/2022 to 31/01/2023Payments

<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	7	04/10/2022	BACS	King Contractors	800.00
1	Current Bank Account	7	04/10/2022	BACS	PKF Littlejohn LLP	1,200.00
1	Current Bank Account	7	04/10/2022	BACS	Sparkx Ltd	513.00
1	Current Bank Account	7	06/10/2022	BACS	Gallagher	4,921.26
1	Current Bank Account	7	06/10/2022	BACS	Blachere Illumination	2,892.00
1	Current Bank Account	7	06/10/2022	BACS	Her Majesty's Revenue & Custom	3,529.11
1	Current Bank Account	8	03/11/2022	BACS	HMRC	2,360.71
1	Current Bank Account	8	03/11/2022	BACS	Bucks C C Pension Fund	766.72
1	Current Bank Account	8	03/11/2022	BACS	Farol Limited	1,110.00
1	Current Bank Account	8	03/11/2022	BACS	Sign Wizzard	642.66
1	Current Bank Account	8	03/11/2022	BACS	J E Ellis	585.00
1	Current Bank Account	8	03/11/2022	BACS	Oakvale Joinery Ltd	768.00
1	Current Bank Account	7	12/10/2022	DD	Smart Pensions	739.50
1	Current Bank Account	8	02/11/2022	DD	Smart Pensions	603.44
1	Current Bank Account	7	19/10/2022	DD	Drax	1,230.52
1	Current Bank Account	7	20/10/2022	BACS	Glasdon U.K. Ltd	4,014.33
1	Current Bank Account	7	31/10/2022	DD	Fastpay Salaries	7,758.10
1	Current Bank Account	7	20/10/2022	BACS	Glasdon U.K. Ltd	4,014.33
1	Current Bank Account	7	20/10/2022	BACS	Glasdon U.K. Ltd	4,014.33
1	Current Bank Account	7	06/10/2022	BACS	Bucks C C Pension Fund	766.72
1	Current Bank Account	8	16/11/2022	BACS	Strawberry Fieldz	550.00
1	Current Bank Account	8	16/11/2022	BACS	Farol Limited	2,700.00
1	Current Bank Account	8	18/11/2022	DD	Drax	1,153.80
1	Current Bank Account	8	21/11/2022	BACS	WVUS	500.00
1	Current Bank Account	8	16/11/2022	BACS	Farol Limited	1,532.40
1	Current Bank Account	9	09/12/2022	BACS	Peterley Farm	1,185.00
1	Current Bank Account	9	09/12/2022	BACS	Bucks C C Pension Fund	785.14
1	Current Bank Account	9	09/12/2022	BACS	Riverways Farm	930.00
1	Current Bank Account	9	09/12/2022	BACS	Her Majesty's Revenue & Custom	2,422.94
1	Current Bank Account	9	09/12/2022	BACS	Sparkx Ltd	600.00
1	Current Bank Account	9	09/12/2022	BACS	Sparkx Ltd	1,415.00
1	Current Bank Account	9	09/12/2022	BACS	Stewart Public Affairs Ltd	600.00
1	Current Bank Account	8	17/11/2022	BACS	Farol Limited	1,532.00
1	Current Bank Account	8	30/11/2022	DD	Salaries	8,239.21
1	Current Bank Account	9	20/12/2022	DD	Drax	1,230.52
9	Flagstone	8	09/11/2022	TFR	Current Bank Account	19,913.07
1	Current Bank Account	9	21/12/2022	BACS	Sparkx Ltd	4,776.00
1	Current Bank Account	9	21/12/2022	BACS	Sparkx Ltd	513.00
1	Current Bank Account	9	21/12/2022	BACS	Sparkx Ltd	1,554.00
1	Current Bank Account	9	21/12/2022	BACS	Sparkx Ltd	1,764.00
1	Current Bank Account	9	21/12/2022	BACS	WEL Medical Ltd	965.94
1	Current Bank Account	9	22/12/2022	DD	Smart Pensions	865.92
1	Current Bank Account	9	30/12/2022	BACS	Salaries	13,145.58
1	Current Bank Account	10	12/01/2023	DD	Smart Pensions	1,015.14
1	Current Bank Account	10	05/01/2023	BACS	Warm Welcome	1,000.00
1	Current Bank Account	10	15/01/2023	DD	British Gas	623.75
1	Current Bank Account	10	04/01/2023	BACS	Bucks C C Pension Fund	1,310.00
1	Current Bank Account	10	04/01/2023	BACS	Her Majesty's Revenue & Custom	6,028.68

15/02/2023

Wendover Parish Council Current Year

11:52

Cashbook transactions totalling £500.00 or more
for the period 01/10/2022 to 31/01/2023**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>
9	Flagstone	9	13/12/2022	TFR	Current Bank Account	9,988.38
9	Flagstone	9	22/12/2022	TFR	Current Bank Account	27,500.00
1	Current Bank Account	10	20/01/2023	BACS	Wendover Shed	606.00
1	Current Bank Account	10	20/01/2023	DD	Drax	1,271.53
1	Current Bank Account	10	20/01/2023	BACS	Smith of Derby Ltd	837.60
1	Current Bank Account	10	20/01/2023	BACS	Windowflowers	2,170.80
1	Current Bank Account	10	20/01/2023	BACS	Gallagher	1,992.37
1	Current Bank Account	10	20/01/2023	BACS	Sparkx Ltd	513.00
1	Current Bank Account	10	31/01/2023	CARD	Aylesbury Plant and Tool Hire	500.00
1	Current Bank Account	10	31/01/2023	CARD	Aylesbury Plant and Tool Hire	1,320.18
1	Current Bank Account	10	24/01/2023	CARD	Aylesbury Plant and Tool Hire	500.00
1	Current Bank Account	10	24/01/2023	CARD	Aylesbury Plant and Tool Hire	542.82
1	Current Bank Account	10	31/01/2023	BACS	Salaries	8,319.58
1	Current Bank Account	10	31/01/2023	CARD	Aylesbury Plant and Tool Hire	1,320.18
1	Current Bank Account	10	31/01/2023	CARD	Aylesbury Plant and Tool Hire	500.00
9	Flagstone	10	06/01/2023	TFR	Current Bank Account	17,775.58

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	8	22/11/2022	3,418.06
1	Current Bank Account	8	04/11/2022	508.00
1	Current Bank Account	8	04/11/2022	888.33
1	Current Bank Account	9	16/12/2022	888.33
1	Current Bank Account	8	09/11/2022	19,913.07
1	Current Bank Account	9	20/12/2022	888.33
1	Current Bank Account	9	13/12/2022	9,988.38
1	Current Bank Account	9	22/12/2022	27,500.00
1	Current Bank Account	10	09/01/2023	888.33
1	Current Bank Account	10	06/01/2023	17,775.58

Item 6b.

Printed from VAT Archive

Date 14/02/2023

Wendover Parish Council Current Year

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VAT Return for Month 7 to 9 (01/10/2022 - 31/12/2022)

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
12/09/2022	684966762	Electricity - Clock Tower	Wendover Parish Council	3.39
14/09/2022	684966762	Electricity - Manor Waste	Wendover Parish Council	1.38
17/09/2022	440498250	PKF Littlejohn LLP - AGAR	Wendover Parish Council	200.00
18/09/2022	706542643	Printer - rent sep/oct	Wendover Parish Council	23.40
20/09/2022	984 1348 94	streetlight repair	Wendover Parish Council	85.50
20/09/2022	159 5039 87	Chiltern Secure Shredding Ltd	Wendover Parish Council	6.00
20/09/2022	639237322	Reversal of duplicate entry	Wendover Parish Council	-12.60
22/09/2022	651936618	Christmas Lights - parts	Wendover Parish Council	482.00
22/09/2022	155847044	Replacement bins x 4	Wendover Parish Council	669.06
22/09/2022	155847044	Park Bins - incorrect coding	Wendover Parish Council	-669.06
22/09/2022	155847044	New park bins x 4	Wendover Parish Council	669.06
28/09/2022	125 6772 59	Clock repair - assessment	Wendover Parish Council	30.00
28/09/2022	935 4213 34	Numbers Ltd	Wendover Parish Council	12.00
30/09/2022	935 4213 34	monthly payroll svcs sep	Wendover Parish Council	12.00
04/10/2022	684966762	Electricity - manor waste	Wendover Parish Council	4.33
04/10/2022	684966762	Reversal of incorrect VAT post	Wendover Parish Council	-4.33
04/10/2022	684966762	Reversal of post incorrect vat	Wendover Parish Council	-1.38
04/10/2022	684966762	Elec - Manor Waste correction	Wendover Parish Council	1.24
04/10/2022	935 4213 34	Duplicate bill	Wendover Parish Council	-12.00
06/10/2022	100208881	Fuel - Sep	Wendover Parish Council	59.06
07/10/2022	198887416	Pension Admin Fee - Oct	Wendover Parish Council	3.00
11/10/2022	245719348	Emergency Broadband - Oct	Wendover Parish Council	4.04
11/10/2022	663428916	Xmas banners	Wendover Parish Council	16.49
16/10/2022	337784854	Refuse Collection Sep	Wendover Parish Council	14.83
17/10/2022	244155576	Hilux - Oct Lease	Wendover Parish Council	74.05
17/10/2022	244155576	Hilux - Nov	Wendover Parish Council	74.05
17/10/2022	337784854	Waste Services Sep	Wendover Parish Council	14.83
18/10/2022	706542643	Oct Copy Costs	Wendover Parish Council	23.40
19/10/2022	330872902	Medals - Quiz night 22	Wendover Parish Council	4.28
19/10/2022	125776691	Oak rails - Asbrook step up	Wendover Parish Council	128.00
19/10/2022	818290029	Electricity - Strt Lights Sep	Wendover Parish Council	205.09
20/10/2022	639237322	Microsoft - M365 Licenses Sep	Wendover Parish Council	12.60
20/10/2022	155847044	Reversal - misposted bins exp	Wendover Parish Council	-669.06
20/10/2022	155847044	4 x replacement bins for parks	Wendover Parish Council	669.06
20/10/2022	663428916	Split payment reversal	Wendover Parish Council	-16.49
20/10/2022	663428916	Part pay of invoice	Wendover Parish Council	13.74
21/10/2022	639237322	Microsoft 365 - Oct	Wendover Parish Council	12.60
21/10/2022	684966762	Final bill - Oct	Wendover Parish Council	1.01

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Wendover Parish Council Current Year

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VAT Return for Month 7 to 9 (01/10/2022 - 31/12/2022)

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
26/10/2022	663428916	Playground signage	Wendover Parish Council	107.11
27/10/2022	921081753	cableties.co.uk - for xmas	Wendover Parish Council	4.23
27/10/2022	20260743	UHT Milk	Wendover Parish Council	0.98
28/10/2022	670311663	Parking SALTEX NEC	Wendover Parish Council	2.14
29/10/2022	296312096	Parish Online Digital Mapping	Wendover Parish Council	30.00
31/10/2022	448 5888 86	Spare Tyres - ride on mower	Wendover Parish Council	185.00
31/10/2022	448 5888 86	Mower service	Wendover Parish Council	11.84
01/11/2022	684966762	Ashbrook final bill	Wendover Parish Council	5.57
04/11/2022	813053468	Office supplies	Wendover Parish Council	1.03
04/11/2022	684966762	CREDIT - a/c close refund	Wendover Parish Council	-0.65
04/11/2022	126281232	Office supplies - site safe	Wendover Parish Council	1.03
04/11/2022	813053468	Correct from cash to bank	Wendover Parish Council	-1.03
06/11/2022	100208881	Fuel - Oct	Wendover Parish Council	66.01
07/11/2022	198887416	Pension admin fee - nov	Wendover Parish Council	3.00
08/11/2022	20260743	Ribbon - park opening	Wendover Parish Council	0.85
08/11/2022	20260743	Bunting for park	Wendover Parish Council	0.66
08/11/2022	442008451	welcome to wendover - domain	Wendover Parish Council	2.08
10/11/2022	245719348	BT backup broadband dongle	Wendover Parish Council	4.04
10/11/2022	663428916	Payment error - additional pay	Wendover Parish Council	2.75
10/11/2022	840336841	Replacement lifejacket	Wendover Parish Council	16.66
10/11/2022	709535032	Rowan tree - replacement Ashbk	Wendover Parish Council	10.58
11/11/2022	20260743	tree ties	Wendover Parish Council	2.29
15/11/2022	245719348	BT - broadband and phone Nov	Wendover Parish Council	81.13
15/11/2022	196299993	Fuel and spares for park signs	Wendover Parish Council	11.38
15/11/2022	536153357	Office Supplies	Wendover Parish Council	24.19
16/11/2022	935 4213 34	Salary process fee - Oct	Wendover Parish Council	12.00
16/11/2022	866253894	Tree guard replacement	Wendover Parish Council	52.00
16/11/2022	448 5888 86	Weed Brush (inc PX discount)	Wendover Parish Council	450.00
16/11/2022	448 5888 86	Replacement equip	Wendover Parish Council	255.40
16/11/2022	20260743	Office lamps	Wendover Parish Council	12.50
17/11/2022	448 5888 86	Farol Limited	Wendover Parish Council	255.33
17/11/2022	448 5888 86	Duplicate paymt reversal	Wendover Parish Council	-255.33
18/11/2022	818290029	Street Lighting Oct	Wendover Parish Council	192.30
18/11/2022	818290029	Streetlighting Oct	Wendover Parish Council	19.62
19/11/2022	639237322	365 Subscription Oct	Wendover Parish Council	12.60
21/11/2022	20260743	Extension leads for office	Wendover Parish Council	4.10
22/11/2022	20260743	Amazon	Wendover Parish Council	19.82
24/11/2022	442008451	Wendover PC - hosting plan	Wendover Parish Council	26.40
30/11/2022	536153357	2023 Wall Planner	Wendover Parish Council	3.08

Date 14/02/2023

Wendover Parish Council Current Year

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VAT Return for Month 7 to 9 (01/10/2022 - 31/12/2022)

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
01/12/2022	244155576	Hilux -Nov	Wendover Parish Council	74.05
02/12/2022	220430231	Sellotape	Wendover Parish Council	0.28
06/12/2022	339566364	IR Heater SiteSafe	Wendover Parish Council	43.33
06/12/2022	100208881	Fuel card - Nov	Wendover Parish Council	51.13
06/12/2022	339566364	Discount applied to order	Wendover Parish Council	-3.33
09/12/2022	684966762	Elec - Manor Waste Oct-Nov	Wendover Parish Council	6.20
09/12/2022	684966762	Elec - Clock Tower Oct-Nov	Wendover Parish Council	19.90
09/12/2022	196299993	Rope	Wendover Parish Council	4.69
09/12/2022	920950827	Rialtas - a/c move and trg	Wendover Parish Council	47.00
09/12/2022	706542643	Copier Nov/Dec	Wendover Parish Council	23.40
09/12/2022	123194144	Reindeer - xmas event	Wendover Parish Council	155.00
09/12/2022	984 1348 94	Replacement light column	Wendover Parish Council	100.00
09/12/2022	984 1348 94	Streetlight repairs	Wendover Parish Council	235.83
09/12/2022	984 1348 94	Streetlight repairs -missd VAT	Wendover Parish Council	47.17
09/12/2022	836613520	Suited locks - barrier	Wendover Parish Council	6.72
09/12/2022	935 4213 34	Payroll services	Wendover Parish Council	12.00
09/12/2022	684966762	Elec - Ashbrook Nov	Wendover Parish Council	3.98
09/12/2022	423563409	HS2 - Autumn Statement project	Wendover Parish Council	100.00
09/12/2022	448 5888 86	Mower Service - Nov	Wendover Parish Council	11.84
09/12/2022	893680868	Workwear - grounds staff	Wendover Parish Council	13.32
11/12/2022	245719348	emergency broadband - Dec	Wendover Parish Council	4.04
12/12/2022	684966762	Site Safe Electric	Wendover Parish Council	1.91
13/12/2022	891752783	ILCA - Phoebe Sharps	Wendover Parish Council	24.00
16/12/2022	20260743	Office Kettle	Wendover Parish Council	4.50
16/12/2022	198887416	Admin Fee - Nov	Wendover Parish Council	3.00
19/12/2022	20260743	Amazon	Wendover Parish Council	5.64
19/12/2022	20260743	bin bag hoops	Wendover Parish Council	2.33
20/12/2022	639237322	Microsoft 365 subs - Dec	Wendover Parish Council	12.60
20/12/2022	818290029	Street lighting - Dec	Wendover Parish Council	205.09
20/12/2022	639237322	365 Licenses	Wendover Parish Council	12.60
20/12/2022	639237322	Microsoft - duplicate entry	Wendover Parish Council	-12.60
20/12/2022	956196583	vehicle supplies	Wendover Parish Council	1.50
21/12/2022	984 1348 94	Install/remove xmas lights	Wendover Parish Council	796.00
21/12/2022	984 1348 94	Street light repair	Wendover Parish Council	85.50
21/12/2022	984 1348 94	Streetlight repair	Wendover Parish Council	259.00
21/12/2022	984 1348 94	Streetlight repairs	Wendover Parish Council	294.00
21/12/2022	887 7502 70	repairs to defib	Wendover Parish Council	160.99
28/12/2022	20260743	Prime membership (error)	Wendover Parish Council	16.00
Total VAT Detail from Cashbook				6,605.87

Date 14/02/2023

Wendover Parish Council Current Year

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VAT Return for Month 7 to 9 (01/10/2022 - 31/12/2022)

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

am claiming a refund of six thousand, six hundred and five pounds and 87 pence
(Pounds in words pence in figures)

£ 6,605.87

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 makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature Date
(Designated responsible officer)

*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.

Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - Current Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bus. Extra - 01471913	31/12/2022	35	43,246.88
			<u>43,246.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			<u>43,246.88</u>
		Balance per Cash Book is :-	43,246.88
		Difference is :-	0.00

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18/1

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23/1/23

Bank Reconciliation Statement as at 30/11/2022
for Cashbook 1 - Current Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bus. Extra - 01471913	30/11/2022	30	42,720.96
			<u>42,720.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>42,720.96</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			<u>42,720.96</u>
		Balance per Cash Book is :-	42,720.96
		Difference is :-	0.00

*Paul
4/1*

*S. Subramanian
9/1/23.*

Bank Reconciliation Statement as at 24/11/2022
for Cashbook 1 - Current Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bus. Extra - 01471913	31/10/2022	26	43,678.71
			43,678.71

Unpresented Cheques (Minus) Amount

20/10/2022 BACS Sign Wizzard - Paid Net Amount only - will clear 16.49

NOVEMBER BANK REC	01/11/2022 DD	Lex Autolease	444.29
	02/11/2022 CARD	Shoulder of Mutton	150.00
	02/11/2022 DD	Smart Pensions	603.44
	03/11/2022 BACS	HMRC	2,360.71
	03/11/2022 BACS	Bucks C C Pension Fund	766.72
	03/11/2022 BACS	Trophies Plus Medals	25.67
	03/11/2022 BACS	PawPrint	140.40
	03/11/2022 BACS	Farol Limited	1,110.00
	03/11/2022 BACS	Farol Limited	71.02
	03/11/2022 BACS	Sign Wizzard	642.66
	03/11/2022 BACS	Parish Online	180.00
	03/11/2022 BACS	J E Ellis	585.00
	03/11/2022 BACS	Marley Design	300.00
	03/11/2022 BACS	Oakvale Joinery Ltd	768.00
19/11/2022 DD	Microsoft	75.60	

8,240.00

35,438.71

Receipts not Banked/Cleared (Plus)

0.00

0.00

35,438.71

Balance per Cash Book is :- 35,438.71

Difference is :- 0.00

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24/11

ITEM 6c FLAGSTONE

Date: 12/12/2022

Wendover Parish Council Current Year

Page 1

Time: 14:02

Bank Reconciliation Statement as at 31/10/2022
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	31/10/2022	7	350,420.50
			<u>350,420.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			350,420.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			350,420.50
		Balance per Cash Book is :-	350,420.50
		Difference is :-	0.00

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12/12

Bank Reconciliation Statement as at 30/11/2022
for Cashbook 9 - Flagstone

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Flagstone WEND001C	30/11/2022	8	330,458.29
			<u>330,458.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			330,458.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			330,458.29
		Balance per Cash Book is :-	330,458.29
		Difference is :-	0.00

Agout 18/1
9/1/23.
SoB.

Date: 18/01/2023

Wendover Parish Council Current Year

Page 1

Time: 15:03

Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022	9	293,180.75
			<hr/> 293,180.75
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			293,180.75
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<hr/> 0.00
			293,180.75
		Balance per Cash Book is :-	293,180.75
		Difference is :-	0.00

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18/1

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Date: 18/01/2023

Wendover Parish Council Current Year

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Time: 14:51

Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022	1272	7.99
			<u>7.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			7.99
		Balance per Cash Book is :-	7.99
		Difference is :-	0.00

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Bank Reconciliation Statement as at 30/11/2022
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/11/2022	1270	16.99
			<u>16.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			16.99
		Balance per Cash Book is :-	16.99
		Difference is :-	0.00

Asst e/l

Jobs -
~~11/11/23~~
a/l/23

ITEM 6c CASH

Date: 12/12/2022

Wendover Parish Council Current Year

Page 1

Time: 13:41

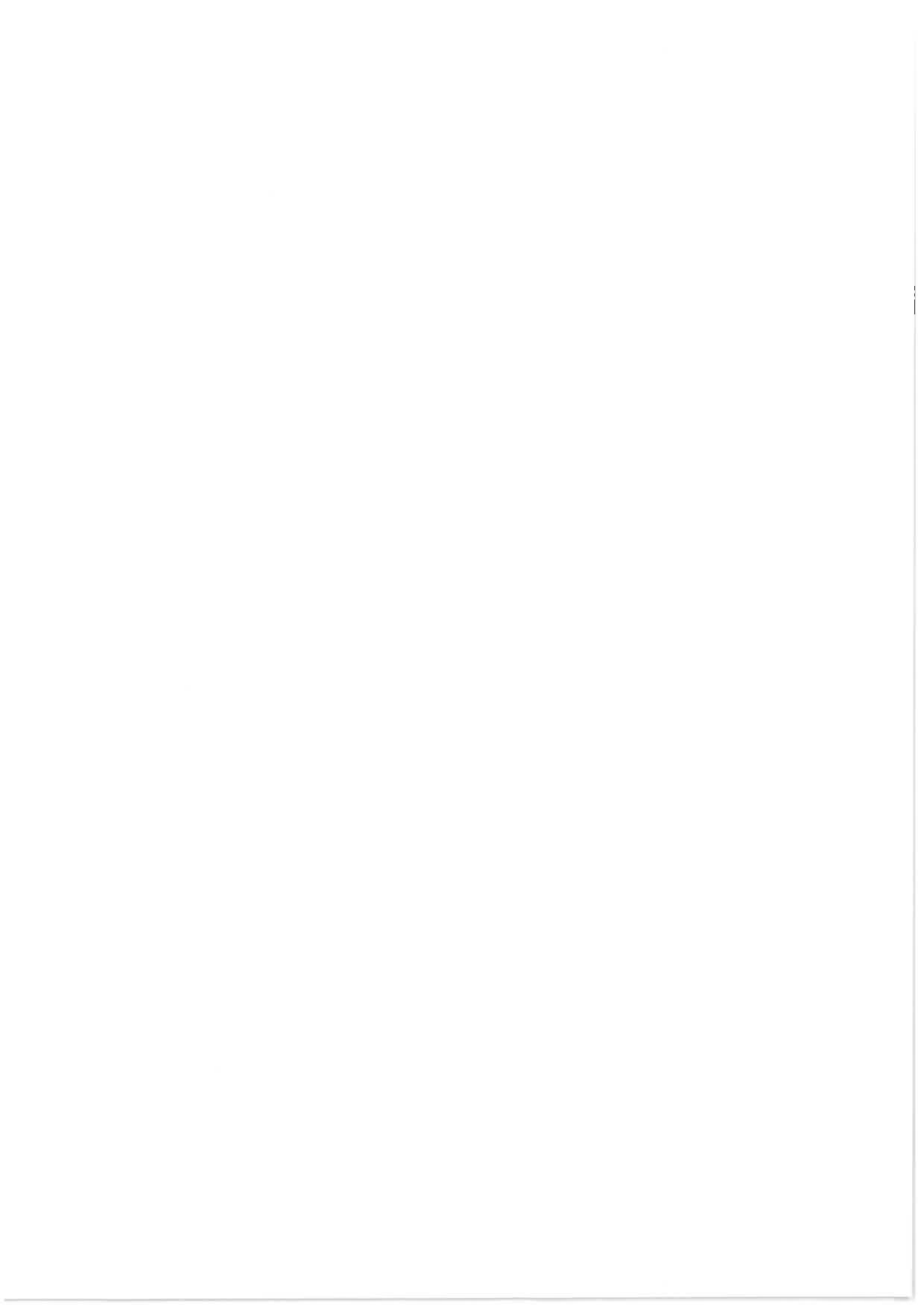
Bank Reconciliation Statement as at 31/10/2022
for Cashbook 4 - Petty Cash

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/10/2022	1265	49.25
			<u>49.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			49.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			49.25
		Balance per Cash Book is :-	49.25
		Difference is :-	0.00

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12/12

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all/23



ITEM ~~1105~~ Ed

13/02/2023
16:28

Wendover Parish Council

Page 1

ASSETS ACQUIRED BETWEEN 01/04/2022 AND 13/02/2023

User: CLERK

Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
31/10/2022	GT022	Maxxis TA23/10.5x12 + Wanda TA18/850x10 SPARE TYRE	279.00	279.00	0.00
02/11/2022	GT021	Bema Sweeper Grobylight plate brush carrier (siding out)	4,750.00	4,750.00	0.00
14/11/2022	GT018	Stihl MSA 220 14" Battery Chain Saw	300.00	300.00	0.00
14/11/2022	GT019	Stihl AP500S Battery and AL301 quick charger	325.00	325.00	0.00
14/11/2022	GT020	Stihl BR 600 Blower	500.00	500.00	0.00
		TOTAL	6,154.00	6,154.00	0.00

ITEM 6d

13/02/2023
16:28

Wendover Parish Council

ASSETS DISPOSED BETWEEN 01/04/2022 AND 13/02/2023

User: CLERK

<u>Disp. Date</u>	<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
02/11/2022	VE001	John Deere HPX Gator	6,000.00	6,000.00	0.00
31/12/2022	GT007	Chainsaw Stihl 026	500.00	500.00	0.00
31/12/2022	GT012	Stihl Backpack Blower BK550	500.00	500.00	0.00
31/12/2022	GT015	Turner Flail Mower	500.00	500.00	0.00
		TOTAL	7,500.00	7,500.00	0.00

Update on project costs

EMR - Clock Tower fountain/wall				Opening Balance	25,000.00	EMR
	Date	Ref	Source	Transaction	Exp	Inc
346	07/06/2022	231	Journal	Reduce CT Wall EMR to fund GR	-£15,000.00	
346	07/07/2022	BACS	Cashbook	CT Wall works/meetings to June	-£910.00	
346	05/12/2022	CARD	Cashbook	Listed buildings visit and report	-£286.00	
				Account Totals	-£16,196.00	£0.00
				Spent from Reserves		-£16,196.00
				Remaining		£8,804.00

EMR - Christmas Lights				Opening Balance	5,000.00	EMR
	Date	Ref	Source	Transaction	Exp	Inc
363	12/08/2022	CARD	Cashbook	Transformer Xmas Lights	-£29.99	
363	21/09/2022	CARD	Cashbook	B22 Sockets - xmas lights	-£58.34	
363	22/09/2022	BACS	Cashbook	Christmas lights - parts	-£2,410.00	
				Account Totals	-£2,498.33	£0.00
				Spent from Reserves		-£2,498.33
				Remaining		£2,501.67

EMR - Climate Action				Opening Balance	10,000.00	EMR
	Date	Ref	Source	Transaction	Exp	Inc
364	19/04/2022	BACS	Cashbook	Wildflower Seeds PC21.368	-£750.00	
				Account Totals	-£750.00	£0.00
				Spent from Reserves		-£750.00
				Remaining		£9,250.00

EMR - Parking Review				Opening Balance	-	EMR
	Date	Ref	Source	Transaction	Exp	Inc
350	01/04/2022	227	Journal	Parking Review Consultation	-£7,508.00	
				Account Totals	-£7,508.00	£0.00
				Spent from Reserves		-£7,508.00
				Remaining		-£7,508.00

ITEM 6f

Flagstone Account Statement:

Client: Wendover Parish Council
Currency: GBP
Reference: WEND001C
Date: 01-Jan-2023 - 31-Jan-2023

Date	Description	Holding Account			Deposit Accounts			Total Balance
		In	Out	Balance	In	Out	Balance	
01-Jan-2023	Balance B/F	-	-	38,819.54	-	-	254,361.21	293,180.75
01-Jan-2023	Flagstone Management Fee	-	45.55	38,773.99	-	-	254,361.21	293,135.20
06-Jan-2023	Hampshire Trust Bank Deposit	-	20,000.00	18,773.99	20,000.00	-	274,361.21	293,135.20
06-Jan-2023	Hub Account Withdrawal	-	17,775.58	998.41	-	-	274,361.21	275,359.62
Total for the Period		0.00	37,821.13	998.41	20,000.00	0.00	274,361.21	275,359.62

* "Holding account" ---- Please note also be referred to in the list above as 'hub account' for historical transactions

ITEM 6f

Flagstone Account Statement:

Client: Wendover Parish Council
Currency: GBP
Reference: WEND001C
Date: 01-Dec-2022 - 31-Dec-2022

Date	Description	Holding Account		Deposit Accounts		Total Balance		
		In	Out	Balance	In		Out	Balance
01-Dec-2022	Balance B/F	-	-	11,097.08	-	-	319,361.21	330,458.29
01-Dec-2022	Flagstone Management Fee	-	46.92	11,050.16	-	-	319,361.21	330,411.37
13-Dec-2022	Hub Account Withdrawal	-	9,988.38	1,061.78	-	-	319,361.21	320,422.99
19-Dec-2022	Hampshire Trust Bank Withdrawal	30,000.00	-	31,061.78	-	30,000.00	289,361.21	320,422.99
21-Dec-2022	Hampshire Trust Bank Interest	-	-	31,061.78	257.76	-	289,618.97	320,680.75
22-Dec-2022	Hampshire Trust Bank Withdrawal	35,257.76	-	66,319.54	-	35,257.76	254,361.21	320,680.75
22-Dec-2022	Hub Account Withdrawal	-	27,500.00	38,819.54	-	-	254,361.21	293,180.75
Total for the Period		65,257.76	37,535.30	38,819.54	257.76	65,257.76	254,361.21	293,180.75

* "Holding account" --- Please note also be referred to in the list above as 'hub account' for historical transactions



Wendover Parish Council
Financial Year 2022-23

IAC Audit and Consultancy Ltd

Audit dates: 10 January 2023

Interim Internal Audit Observations

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have payments been approved as required under Council Financial Regulations?	No	At present Council Minutes record approval of 'the list of payments' but to not specify what payments have been approved (for example by citing a date of total value of payments). The Councils Financial Regulation 5.2 states "...A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised..."	The Council should review how it records approval of payments in order that it is clear which payments have been approved. This may be as an inclusion or attachment to the Minutes as required by the Councils Financial Regulations. Alternatively the Council could record the total value of the payments approved, but this would also require Financial Regulations to be amended to reflect this.	High	The payments to consider do get included in the minutes book and are kept with the relevant meeting minutes. There will be a proposal to also include a grand total of payments considered on the minutes so there is a cross reference and that will be added to the financial regulations.

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Are there are controls in place over who can initiate a change of investment? Are these controls being complied with?	No	The Council does not have in place formal controls on who can initiate / change investments. This is delegated to the Clerk who makes and amends deposits through the 'Flagstone' portal and reports this retrospectively to Council.	The Council should have formal controls in place on how investments may be made or changed. This could be by requiring the Clerk to obtain authorisation through email from nominated Councillors prior to any deposits being made. This arrangement should be incorporated in the Councils Investment Policy.	High	The investment policy will be considered at the Finance Committee on 21st Feb which will require the clerk to first run changes to the Flagstone account past nominated councillors - this would make sense if it was the same people who act as bank signatories.

2	Cash income received is promptly received	No	Cash income is not promptly received. Council issues electronic receipts.	The Council to introduce a pre numbered receipt book to record cash income received. Receipts should be issued for all cash income.	High	A receipt book has been purchased and is already in use.
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M *The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The period for the Exercise of Public Rights commenced the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015.	Yes	The Annual Governance Statement and Accounting Statements were approved on 7th June 2022. It was noted that the Announcement Date for the Exercise of Public Rights was 10th June and the Commencement Date was 28th June. Normally the Commencement is the next working day following the Announcement Date and it is unclear why there was a delay between the Announcement Date and Commencement Date (this can be subject to External Audit query).	The Council to note that the Commencement Date for the Exercise of Public Rights should normally be the next working day after the approval of the AGS and Accounting Statements and the publication of the Notice. This should be the practice adopted in future.	High	This is being investigated and we are technically in the regulations. We have acquired a timeframe for this years EPR dates

N The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Annual Governance Statement was approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015	Yes	The Annual Governance Statement was not approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015. The Minutes of the meeting of 7th June refer to Council approval of the 'AGAR' and the Annual Governance and Accountability Return. They do not refer to approval of the Annual Governance Statement, which is what is required by Regulation.	The Council to note that the 2022 Minutes do not correctly record Council approvals as required by Regulations. Minutes should not refer to 'the AGAR', they should refer to the specific element that is being approved, in this instance the Annual Governance Statement. The Annual Governance Statement (not the 'AGAR') MUST be approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015	Non Compliance	After discussion with the chair this is not an issue with how and what was discussed, just how it was minuted. This is being resolved at the meeting of Council on 7th Feb 2023
2	The Annual Accounting Statement was approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015	Yes	As with the Annual Governance Statement, the Accounting Statement was not specifically approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015.	The Annual Accounting Statement MUST be approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015	Non Compliance	As above
3	The prior year Annual Governance Statement was approved prior to Approval of Accounting Statements (if the same date then AGS approval should proceed Accounting Statements on Agenda/Minutes)	Yes	The Annual Governance Statement was not approved prior to Approval of Accounting Statements (if the same date then AGS approval should proceed Accounting Statements on Agenda/Minutes)	See above	Non Compliance	As above

0 (For local councils only)
Trust funds (including charitable) – The council met its responsibilities as a trustee

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Trust income and expenditure has been transacted through a separate bank account in the name of the Trust and has not been recorded in Councils accounts	No	<p><i>There is income recorded from COIF funds held by Witchell Trust. This is actually a grant received from the Witchell Meadow Charity, an arrangement that dates back to 1993.</i></p>	<p>Council accounts should record the income received from Witchell Meadow Trust as a grant received, rather than referring to it as COIF interest. (The interest accrues to the Charity which passess in on as a grant to the Council. Each year the Charity should review and confirm the value of grant it has made to the Council.</p>	Medium	<p><i>This has been rectified in the accounts and there are minutes that show the review and value of the grant to the council</i></p>



ITEM 7a ii) – INTERNAL AUDIT CHANGES TO FINANCIAL REGS

BROUGHT BY

Clerk

SUMMARY OF MOTION

To make amendments to the financial regulations in line with the recommendations from the internal audit report

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Observation B 1 – Payments approval

The Council should review how it records approval of payments in order that it is clear which payments have been approved. This may be as an inclusion or attachment to the Minutes as required by the Councils Financial Regulations. Alternatively the Council could record the total value of the payments approved, but this would also require Financial Regulations to be amended to reflect this.

Additionally the current regulations only allow for payments approvals at Amenities or full council. This was written when Amenities met on a monthly basis. On the current meeting schedule there would be some payments that would not be approved within a month and this would cause credit issues.

Changes required to financial regulations (shown in red)

- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and present the schedule to the **Council or standing committee other than Finance**. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of **the committee**. **The approved schedule shall be signed off by 2 Councillors and the total value of the payments included in the minutes as a cross reference. The signed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised.** Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.



Observation E 1 – Change of investments

The Council should have formal controls in place on how investments may be made or changed. This could be by requiring the Clerk to obtain authorisation through email from nominated Councillors prior to any deposits being made. This arrangement should be incorporated in the Councils Investment Policy.

This is reference to our Flagstone account. The Flagstone account is not an investment account but a portal to access a range of savings accounts. The process for investments is clear in our financial regulations in that investments are treated as payments to consider in line with section 5 of our financial regulations (see below)

8.8. *Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).*

The Flagstone account operates very much like a number 2 bank account/savings account would but allows the Council to move money into bank accounts with higher interest as offers become available. It is depositing money. It would be impractical to operate the Flagstone account in the way that is suggested by 8.8 and at the very least would mean running a higher current account balance and losing out on interest payments.

We need to differentiate between savings accounts and investments. This does not require any changes to the investments policy (attached as appendix) which already differentiates between investments and money deposits.

The key issues to note are:

- FRSA protection covers amounts deposited up to £85,000 and so any money should be in FRSA protected accounts with a balance below this amount.
- Any account that needs more than 6 months notice should really be treated as an investment given that it is no longer “cash at hand”.
- Interest rates change on a daily basis.
- The current account should be as low as is practical without risk of going into overdraft.

Changes required to financial regulations (shown in red)

- 8.8. **Money held in bank accounts for the purpose of attracting interest shall be considered as depositing money and shall not have a notice period of longer than 6 months. These shall not be considered as investments. The investments policy will also cover savings accounts.**
- 8.9. **Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).**
- 8.10. **Transfers between savings accounts, opening and closing new savings accounts (including transfers to and from the current bank account), shall be notified to the bank signatories in advance for approval. Savings accounts (currently through “Flagstone”) shall be reconciled and reported on in the same manor as the current account.**



Observation E 2 – Cash income receipts

The Council to introduce a pre numbered receipt book to record cash income received. Receipts should be issued for all cash income.

This requires issuing receipts. Receipt books have already been purchased and are in operation but a simple addition to the regulations to cover this as follows:

Changes required to financial regulations (shown in red)

9.10. A numbered, signed receipt will be issued by the Council for any cash income at the point the cash is received.

Observation M 1 – Exercise of Public Rights

The Council to note that the Commencement Date for the Exercise of Public Rights should normally be the next working day after the approval of the AGS and Accounting Statements and the publication of the Notice. This should be the practice adopted in future.

This will be adopted and the dates will be checked with the internal auditor before we make the notice. There are no changes to our regulations.

Observation N 1-3 – Annual Governance and Accounting Statements

The Council to note that the 2022 Minutes do not correctly record Council approvals as required by Regulations. Minutes should not refer to 'the AGAR', they should refer to the specific element that is being approved, in this instance the Annual Governance Statement.

The Annual Governance Statement (not the 'AGAR') MUST be approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015

The Annual Accounting Statement MUST be approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015

These issues have been addressed by full Council on 7th Feb 2023 and are now closed

Observation O 1 – Witchell Trust

Council accounts should record the income received from Witchell Meadow Trust as a grant received, rather than referring to it as COIF interest. (The interest accrues to the Charity which passess in on as a grant to the Council.

Each year the Charity should review and confirm the value of grant it has made to the Council.

This has been rectified in the accounts and there are minutes that show the review and value of the grant to the council so is now considered closed.



FINANCIAL CONSIDERATIONS

N/A

LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL

The Parish Council is asked to note the closed actions and resolve the following changes (itemised in red above) to the financial regulations:

- Payments to consider (5.2)
- Investments and deposits (8.8-8.10)
- Cash income (9.10)

ITEM 8 - Grants Summary

Agenda item	Organisation	Amount Requested Major	Amount Requested Minor	Amount Granted	Reason for Grant	Grant within last 3 years	Supporting Documents Received	Comments
Major Grants								
8a i)	Wendover Dementia Society	£5,000.00			To support ongoing running of the operation for the year, including the weekly Monday club café	£2000 in Feb 2020	Constitution, Equal Opps, Insurance, accounts (2 yrs)	
8a ii)	Citizens of the World	£5,000.00			Providing intensive language courses to Ukrainian guests	No	articles of association, diversity policy	Will need insurance
8a iii)	Citizens of the World	£5,000.00			Project to support Ukrainians to work in Wendover and the villages	No	articles of association, diversity policy	Will need insurance
8a iv)	St Mary's Church	£5,000.00			Upgrade of projector and a/v system for community and church services	£4k 22/23	Governing docs, insurance, equality policy, accounts (2yrs)	
8a v)	Wendover Action Group	£2,500.00			Continued provision of the Community Bus	£3k 22/23, £2k 20/21	Governing docs, insurance, equality policy, accounts (2yrs)	
8a vi)	Wendover Memorial Hall	£5,000.00			contribution to replacement of wooden flooring	£2250 22/23, £4900 21/22	Deeds, insurance, equality policy, accounts (1yr)	
TOTALS		£27,500.00			£0.00 BUDGET £15000			

Minor Grants								
8b i)	Jack in the Box		£999.00		renew the fruit and veg growing garden as it is currently all rotted and in disrepair	990 in 2020/21	quote for work	
8b ii)	Wendover Canal Trust		£350.00		Hi Vis jackets for canal volunteers	No		
TOTALS			£1,349.00		£0.00 BUDGET £5000			

Standing Grants								
8c i)	Wendover Youth Centre	£7,000.00			Support for Youth Centre Operations		Annual Report	
8c ii)	St Mary's Church - Churchyard	£7,000.00			Maintenance and upkeep of graveyard		Application form	
TOTALS		£14,000.00			£0.00 BUDGET £14000			



Year	Organisation	Amount Requested Major	Amount Requested Minor	Amount Granted	Reason for Grant
2022/23	Wendover Community Library		£750.00	£750.00	New Wendover Canal Walking Leaflet
2022/23	St Annes Hall	£2,000.00		£2,000.00	Resurface the entrance ramp
2022/23	Wendover Action Grp (Community Car)	£4,000.00		£3,000.00	General running costs
2022/23	Wendover Memorial Hall	£2,250.00		£2,250.00	Curtains and railings for main hall
2022/23	Wendover Free Church	£2,900.00		£2,900.00	Upgrade path to Church building
2022/23	St Marys Church	£5,000.00		£4,000.00	Automate main entrance doors
2022/23	Wendover and Villages Ukraine Support		£500.00	£500.00	Money to help publicise and drive the initiative
2022/23	Wendover Warm Welcome		£1,000.00	£1,000.00	Publicity and materials for warm welcome café
2021/22	Wendover Cricket Club	£1,700.00		£1,700.00	
2021/22	Wendover Memorial Hall	£4,900.00		£4,900.00	New PA system
2021/22	Look for a Book		£1,000.00	£1,000.00	600 books and related stationary
2021/22	Wendover Dementia Support	£3,000.00		£3,000.00	Running Costs - Training, Café hall hire, Admin costs
2021/22	Climate Action Wendover		£568.45	£568.45	Walnut Tree Meadow Planting
2021/22	Climate Action Wendover		£262.60	£262.60	Running Costs - Insurance/website/room hire/Stationary
2021/22	Climate Action Wendover	£1,750.00			Community Forest Garden
2020/21	Wendover Dementia Action Alliance	£8,796.00		£5,000.00	Omnivista+Mobii Interactive Projector
2020/21	Lindengate	£2,097.00		£2,097.00	3 x Apple Ipad Air's
2020/21	Wendover Action Group	£2,000.00		£2,000.00	General Running Costs
2020/21	Jack in the Box		£990.00	£990.00	Outside Storage and Helmets
2020/21	Look for a Book		£1,000.00	£1,000.00	600 books and related stationary
2020/21	Wendover Community Singers		£1,000.00	£1,000.00	Start up costs choir - Hall Hire, Professional Hire, Equipment Hire etc
2020/21	Wendover Dementia Support	£2,000.00		£2,000.00	Running Costs - Training, Café hall hire, Admin costs
2020/21	Wendover Youth Centre	£7,000.00		£5,000.00	Running Costs

