

# *Broughton in Amounderness Parish Council*

Meeting arrangements: Finance Committee

Tuesday 20th May 2025 at 6:45pm

The Toll Bar Cottage, 476 Garstang Road, Preston, Lancs, PR3 5JB

## **A G E N D A**

1. Welcome by Chair Doc Ref
2. Election of Finance Chair 2025/2026
3. Apologies
4. Declarations of Interest and Dispensation Considerations  
*Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.*
5. Minutes of Council Meetings *Item 1*
6. Overview of Accounts  
Review end of year report and financial status of each account.
7. Invoicing and Payments *Item 2*
  - 7.1 Review the transactions to date and pending invoices not yet authorised and share recommendations to Council.
  - 7.2 Review budget for the War Memorial(s) following approved works at the Cenotaph.
8. Proposed Maintenance Costs *Item 3*
  - 8.1 Review the proposal from the Lengthsman and DW Services regarding watering the planters across the village for the summer months, and share recommendations with Council.
  - 8.2 Review the proposal for the Lengthsmans scheduled leave in June 2025 and share recommendations with Council.
9. AGAR  
Committee to receive an update from the Clerk following discussion with the accountant.

CLERK

Published: 14/05/2025



10. Date of Next Meeting

Finance Committee Meeting – Tuesday 8th July 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

CLERK

Published: 14/05/2025

A handwritten signature in blue ink, appearing to be 'L. Smith', is located at the bottom right of the page.

# *Broughton in Amounderness Parish Council*

Proceedings of the Finance Committee Meeting held on  
Tuesday 15<sup>th</sup> April 2025 at 6:45pm

Present:

Cllr. P Hastings  
Cllr. N Parkinson  
Cllr. M Bell

Jessica Dibble – Parish Clerk

## **Min 150461 Welcome by Chair of Finance**

The Finance Chair, Cllr. N Parkinson, called the meeting to order at 18:50pm and welcomed all attendees.

Cllr. N Parkinson confirmed that although no apologies had been received, Mr. Peter Bunting had now resigned from the Council. As a result, the composition of the Finance Committee will be reviewed at the May Annual Meeting to allow for the appointment of a new member, ensuring the committee remains at four members in accordance with the Terms of Reference.

## **Min 150462 Apologies**

All members present.

## **Min 150463 Declarations of interests**

None declared.

## **Min 150463 Approval of Minutes**

**It was resolved** to sign the minutes of the full council meeting held on the 5<sup>th</sup> March 2025 as a correct and accurate record.

Proposer: Cllr. P Hastings  
Seconder: Cllr. N Parkinson

## **Min 150464 Overview of Accounts**

The current account balances as at 31<sup>st</sup> March 2025 were noted as follows:

# *Broughton in Amounderness Parish Council*

Unity Accounts: £100,122.29  
CCLA Account: £861,465.00

**Total Assets: £961,587.29**

(5.1) The Committee reviewed the reports as circulated by the Clerk.

It was noted that the cost of the tree lights had increased significantly compared to previous years. As such, the Committee agreed to request Cllr. Oldcorn to obtain comparative quotes from other local suppliers.

Additionally, the Committee acknowledged that the next financial support payment to Toll Bar Cottage was now due, and it would be recommended to Council that this be processed as an immediate payment.

A formal note of thanks was also recorded to the Clerk for her continued efforts in managing the year-end process.

**Min 150465 Lengthsman Financial Report, Authorisation and Invoicing**

## 6.1

The Committee confirmed that the Lengthsman will be required to submit a formal invoice for payment, in line with standard practice for contractors. While a breakdown of work undertaken may be included, a proper invoice is essential for accurate financial record-keeping.

## 6.2

The Committee reviewed the Lengthsman's Works process as drafted by the Clerk and agreed to implement the revised procedure with immediate effect to support year-end financial compliance.

## 6.3

The Committee considered the outstanding invoices relating to unauthorised purchases. Members expressed disappointment that the correct procedures had not been followed, especially as the items were acquired despite explicit instruction not to proceed. However, on this occasion, it was agreed that the Council would reimburse the Lengthsman.

## **Min 150466 CIL**

Cllr. P. Hastings informed the Committee of the reporting requirements as set out by Preston City Council.

# *Broughton in Amounderness Parish Council*

Cllr.Hastigs confirmed that she has kept a comprehensive record of CIL income, expenditure, budget allocations, and anticipated future receipts. To ensure compliance, it was agreed that the Chair will work with the Clerk to compile the required report, covering the past five years.

## **Min 150467 Village Improvements**

### **8.1**

The Committee reviewed the existing budget for village improvements and noted that the costings submitted were outdated, relating to the previous year. As a result, it was agreed that updated and accurate costings from the Lengthsman would be required to support the proposed improvements.

### **8.2**

Given the need for revised figures, the Committee agreed to defer this item to the next meeting. This will allow time for the Lengthsman and Cllr. Brown to provide a full and itemised breakdown of costs for the proposed street furniture, including fingerposts and planters.

## **Min 150468 King George V Planning**

Committee reviewed the budget and the necessary reports required as detailed below:

### **Ecology & BNG Reports:**

Ascerta – £2,270  
Pennine Ecology – £2,200  
Bowland Eco – £4,565

### **Tree Surveys:**

ARB Consultants – £919  
Ascerta – £1,050  
Bowland Trees – £964

### **Flood Risk Assessments (FRA):**

EPG – £1,150  
BEK – £950  
AJP – £2,450

### **Geo-Environmental Reports:**

BEK – £850  
Subsurface – £845  
GEO2 – £1,250

# *Broughton in Amounderness Parish Council*

## 9.1

The Committee reviewed the additional consultancy fees required to support the planning application, covering ecological, arboricultural, flood risk, and geo-environmental assessments.

For each type of survey, three quotes were received, and only one provider will be appointed per category.

It was clarified that the actual total cost for the selected surveys will be approximately £4,939 (including the Phase 1 Geo-Technical Report, if needed). The submission of the planning application will incur a separate fee of £2,663, based on site area and related factors.

The planning consultant, Smith & Love, will charge a fixed fee of £2,500, as previously agreed.

**Total Estimated Costs (Current Stage):** £10,102 (excl. VAT)

It was further agreed that this cost would be covered by CIL monies.

## Min 150467 Date of Next Meeting

Finance Committee Meeting – Tuesday 27<sup>th</sup> May 2025 at 18:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire PR3 5JL

Chairman Cllr. N Parkinson Closed the meeting at 19:20

Financial Information 12<sup>th</sup> May 2025

Unity Trust Bank (Revenue)	
Balance as at 31.03.2025	30,069.10
Outgoing	19,876.05
Incoming	110,484.87
Balance as at 12.05.2025	120,677.92

CCLA	
Balance as at 31.03.2025	861,465.00
Outgoing	0.00
Incoming	0.00
Balance as a 12.05.2025	861,465.00

Unity Trust Bank T1 (CiL)	
Balance as at 31.03.2025	28,324.50
Outgoing	0.00
Incoming	0.00
Balance as at 12.05.2025	28,324.50

Unity Trust Bank T2 (CiL interest)	
Balance as at 31.03.2025	41,728.69
Outgoing	0.00
Incoming	3,504.27
Balance as a 12.05.2025	45,232.96

*Please see transfer table below as some 'incoming' and 'outgoing' transactions were transfers between accounts such as CiL interest monies.*

## Outgoing transactions

Source	amount	notes	DD	Retro	cashed	Date
Easy Websites	47.52	Website / Email	X			01/04/2025
Xero	39.60	Accounts	X			04/04/2025
Three	7.20	Office Phone	X			15/04/2025
Bannister Hall	106.30	Flowers		X		16/04/2025
Nurture	546.90	Grounds maintenance		X		16/04/2025
AVJ Print	24.58	Printing		X		16/04/2025
S Rostron	55.92	Tubers/ bedding pants		X		17/04/2025
S Rostron	145.95	flowers		X		17/04/2025
S Rostron	298.73	Comp Wood for planters (WM)		X		17/04/2025
Toll Bar Café	7,500.00	Financial Support		X		17/04/2025
J Dibble	88.06	Easter Eggs		X		17/04/2025
LEF	3274.04	Lans Enviro Contribution		X		17/04/2025
Jenna Darley	13.59	Face Paint		X		24/04/2025
Toll Bar Café	250.00	VE Day Donation event		X		24/04/2025
Jessica Dibble	14.68	Easter Exp		X		24/04/2025
Pat Hastings	109.55	Easter Exp		X		24/04/2025
S Rostron	69.94	J Parkes- flowers		X		30/04/2025
S Rostron	69.98	RESIN (WM)		X		30/04/2025
S Rostron	34.99	Fertilizer		X		30/04/2025
S Rostron	1,482.00	Month 1 – April		X		30/04/2025
S Rostron	33.30	Post Mix (WM)		X		30/04/2025
Barton Grange	354.95	Grant for orchard		X		30/04/2025
J Dibble	1458.22	Month 1 – April		X		30/04/2025

Service Charge	6.00	Bank Charge	X			30/04/2025
Easy Websites	47.52	Website / Server		X		01/05/2025
NEST	104.16	Pension contribution	X			02/05/2025
HMRC	297.90	HMRC / Employer Tax		X		02/25/2025
Xero	39.60	Accounting Software	X			07/05/2025
<b>AWAITING AUTHORISATION</b>						
S Rostron	£76.56	Farmer Gracey Order (WM)				
S Rostron	£36.60	Resin (WM)				
Forbes	£540	Land Acquisition				
DW Services	£180.30	Water pump/ tank/battery/ Hose pipe & lance / Labour				
Bannister Hall	£124.18	War Memorial Flowers				
Nurture	£546.90	Ground Maintenance				
DW Services	£72	4hrs Watering beds WC 5 <sup>th</sup> May				
DW Services	£48.99	War Memorial works				
DW Services	£260.00	Barrels for planters				
LALC	583.29	Subscription				

### Incoming Transactions

Source	To Account	amount	notes	Received
CCLA Interest	Unity REV	3354.27	See below as transfer to Cil Interest Unity	02.04.25
Preston City Council	Unity Rev	58,971.00	CIL Payment	25.04.25
Preston City Council	Unity Rev	45,000	PRECEPT	02/05/25
CCLA Interest	Unity Rev	3,159.60	CCLA Interest	02/05/25
Donation – C Marland	Unity Cil Int	150.00	To be moved to revenue	07/05/25

### Transfers

From	To	Amount	notes	Received
Unity rev	Unity Cil Int	3354.27	Cil Interest	16.04.2025

Signed \_\_\_\_\_

Signed \_\_\_\_\_



# Profit and Loss

## Broughton Parish Council For the year ended 31 March 2025

2025

Precept	39,750.00
Sundry Income	350.00
Sundry Income: Bank fee refund	100.00
Sundry Income: Bank interest	708.88
Sundry Income: CCLA income from Investments	41,341.69
Sundry Income: Grants Received	2,106.92
Sundry Income: Grasscutting	6,246.00
Sundry Income: LCC - Lengthsman	500.00
	<b>91,103.49</b>

### Administrative Costs

Bank charges	162.30
Cil expenses	68,803.45
CIL Lengthsman Costs	16,738.50
General admin	831.77
General admin: Clerks fees	12,704.29
General admin: Donations	760.00
General admin: External audit fees	1,050.00
General admin: HMRC	2,156.88
General admin: Insurances	1,225.74
General admin: Internal auditor	1,250.00
General admin: NEST	1,111.48
General admin: Printing, Postage and Stationery	901.53
General admin: Room hire	50.00
General admin: Training & Travel	488.58
General admin: Website maintenance and hosting	398.42
Grasscutting	5,013.25
Maintenance and Repair EXP: Lengthsman	516.96
Other payments: Community events	546.63
Other payments: DEFIB Maintenance	1,153.40
Other payments: IT software & equipment	163.67
Other payments: Neighbourhood Plan	3,268.00
Other payments: Toll Bar Cottage Maintenance costs	3,735.51
Other payments: Traffic calming	54.99
Other payments: War Memorial	345.75
Other payments: Wreath	115.00
Other payments: Xmas tree	1,311.88
Plants/ flower exp: Lengthsman	2,489.53
Subscriptions LALC /SLCC/ICO/CPRE/Community Futures	811.88

2025

Toll Bar Cottage Grant	20,500.00
Wallings Accountants	1,645.00
Xero	370.22
<b>Total Administrative Costs</b>	<b>150,674.61</b>
<b>Operating Profit</b>	<b>(59,571.12)</b>
<b>Other Income</b>	
CiL	42,606.28
<b>Total Other Income</b>	<b>42,606.28</b>



## DHW GARDENING AND HANDYMAN

Daniel Whelan's Garden maintenance and general handyman services.

### Invoice

INVOICE No. 003  
DATE: 06/05/2025

**TO:**

Broughton Parish Council  
Toll Bar Cottage  
476 Garstang Road  
Broughton, Preston, Lancashire, PR3 5JB  
07955 179214 | clerk@broughtonparishcouncil.org.uk

**PAYMENT TO:**

**JOB DETAILS:** Constructing a watering tank and watering Broughton village planters.

QUANTITY	DESCRIPTION	UNIT PRICE (£)	TOTAL (£)
	Water pump	09.50	/
	The battery	83.97	/
	The tank	Free of charge	/
	Hose pipe, connectors, and watering lance	32.83	/
Per hour - x1	Labour - construction of tank	18.00	/
Per hour - x2	Labour - watering	18.00	36.00
SUBTOTAL			£180.30
TOTAL DUE			£180.30

Thank you for your business!





## DHW GARDENING AND HANDYMAN

Daniel Whelan's Garden maintenance and general handyman services.

# Invoice

INVOICE No. 003  
DATE: 09/05/2025

**TO:**

Broughton Parish Council  
Toll Bar Cottage  
476 Garstang Road  
Broughton, Preston, Lancashire, PR3 5JB  
07955 179214 | clerk@broughtonparishcouncil.org.uk

**PAYMENT TO:**

**JOB DETAILS:**

War Memorial VE day planters.  
Timber beams (originally £180) free of charge for the community.  
X2 days labour (originally £240) free of charge for the community.

The following breakdown is for extra materials to fit the planters and fence.

QUANTITY	DESCRIPTION	UNIT PRICE (£)	TOTAL (£)
1 (bottle)	Linseed oil	7.99	7.99
8	Wooden pegs	24.00	24.00
30	150 size screws	10.00	10.00
25	90 ml screws	7.00	7.00
SUBTOTAL			48.99
TOTAL DUE			48.99

Thank you for your business!





Invoice

INVOICE No. 004  
DATE: 11/05/2025

**TO:**  
Broughton Parish Council  
Toll Bar Cottage  
476 Garstang Road  
Broughton, Preston, Lancashire, PR3 5JB  
07955 179214 | clerk@broughtonparishcouncil.org.uk

**PAYMENT TO:**

**JOB DETAILS:** Planters

QUANTITY	DESCRIPTION	UNIT PRICE (£)	TOTAL (£)
/	Barrel planters	/	260
SUBTOTAL			£260
TOTAL DUE			£260

Thank you for your business!





## DHW GARDENING AND HANDYMAN

Daniel Whelan's Garden maintenance and general handyman services.

# Invoice

INVOICE No. 005  
DATE: 11/05/2025

**TO:**

Broughton Parish Council  
Toll Bar Cottage  
476 Garstang Road  
Broughton, Preston, Lancashire, PR3 5JB  
07955 179214 | clerk@broughtonparishcouncil.org.uk

**PAYMENT TO:**

**JOB DETAILS:** Watering plants

QUANTITY	DESCRIPTION	UNIT PRICE (£)	TOTAL (£)
2 hours	Thursday 8 <sup>th</sup> May 2025	18.00 ph	36.00
2 hours	Saturday 10 <sup>th</sup> May 2025	18.00 ph	36.00
SUBTOTAL			£72.00
TOTAL DUE			£72.00

Thank you for your business!



Dear Broughton Parish Council,

I have attached an invoice in regards to the recent watering job I completed; please see the document for a full outline of the costs and my bank details.

In reference to the future of the watering setup, the current estimated cost from now until September will be 2-3 times a week, at £18 per hour, for 2 hours each day. I am able to do this due to having the resources that Steve doesn't possess, and therefore can complete it in a more efficient manner. Steve has also noted if the plants are not watered at this timely rate, it will be thousands of pounds of loss on plant costs.

I will also be covering Steve's lengthman duties from the 4th - 11th June at £19 per hour whilst he is away on holiday, as previously discussed / confirmed. At this time the village of the year competition will be occurring and therefore it is vital that these duties are carried out whilst Steve's away, in order to ensure jobs, such as litter picking and plant presentation, continue to be completed to a high standard.

Thank you for your business and please feel free to contact me if you have any further queries / updates.

Kind Regards,