

Broughton in Amounderness Parish Council

Meeting arrangements: Finance Committee

Tuesday 19th August 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. Apologies
3. 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.
4. Minutes of Finance Committee *Item 1*
To confirm the minutes of the Finance meeting held on 8th July 2025 as a true and accurate record.
5. Invoicing and Payments *Item2*
Review the transactions to date and pending invoices not yet authorised and share recommendations to Council.
6. Budget V's Actual *Item 3*
Review and scrutinise the budget V's actual and provide any explanations for items over budget.
7. CCTV / Lighting near Pre-School
Discuss the informal approach that has been made, regarding installing CCTV and/or lighting on the Pre School Building. This item will discuss whether the Parish Council could partly support this via CIL or reserves.
8. Date of Next Meeting

Tuesday 30th September 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

CLERK

Published: 13/08/2025



Broughton in Amounderness Parish Council

Proceedings of the Finance Committee Meeting held on
Tuesday 8th July 2025 at 6:45pm

Present:

Cllr. P Hastings
Cllr. N Parkinson
Cllr. L J Oldcorn (arrived 19:00)

Jessica Dibble – Parish Clerk

Min 0807-78 Welcome by Chair of Finance

The Finance Chair, Cllr. N. Parkinson, called the meeting to order at 18:45 and welcomed all attendees.

It was noted that the meeting was not quorate at the time of opening, and therefore only informal discussions would take place until quorum was reached. Cllr. L. J. Oldcorn was expected to arrive at 19:00 to make the meeting quorate.

Min 0807-79 Apologies

Cllr. M. Bell

Min 0807-80 Declarations of interests

None declared.

Min 0807-81 Approval of Minutes

It was resolved to sign the minutes of the full council meeting held on the 20th May 2025 as a correct and accurate record.

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

Signed by the Chair: _____

Broughton in Amounderness Parish Council

Min 0807-82 Invoicing and Payments

The Committee reviewed all transactions to date, including pending invoices not yet authorised. The Committee was satisfied with the transaction schedule, which will be recommended for approval by Full Council.

It was further agreed that the Clerk will prepare a report for the next meeting comparing the approved budget against current spend, highlighting any variances and providing an explanation where necessary.

19:00 Cllr. L J Oldcorn arrived.

Min 0807-83 Financial Regulations

The Committee reviewed the amended Financial Regulations and confirmed that Clause 5.10 had been included as part of the updated document. The clause states:

5.10

Where a contract for the supply of goods or services exceeds an annual value of £10,000, the Council shall:

- (a) conduct a formal review of the performance, cost-effectiveness, and continued need for the contract at least once every year; and
- (b) subject to the terms and duration of the agreed contract, re-tender or seek competitive quotes for the provision of the goods or services at least once every two years, unless otherwise agreed by resolution of the Full Council and minuted accordingly.

The Committee agreed that the inclusion of this clause provides appropriate safeguards for managing larger contracts, ensuring both regular performance review and the opportunity to re-tender every two years.

Recommendation: It was the Finance Committee's recommendation that the revised Financial Regulations be adopted at the Full Council meeting and implemented with immediate effect.

Min 0807-84 Management of Budget – Broughton Environment Group (BEG)

The Committee discussed the ongoing management of the budget and expenditure for the Broughton Environment Group (BEG). It was agreed that the existing financial authorisation process would remain in place.

For clarity:

- The Clerk has delegated authority to approve expenditure up to £50.00.
- Any expenditure above £50.00 must be authorised by the Chair and Vice-Chair of Finance.

Signed by the Chair: _____

Broughton in Amounderness Parish Council

- Any anticipated expenditure over £500.00 must be brought to Full Council for approval.

Min 0807-85 Date of Next Meeting

Finance Committee Meeting – Tuesday 19th August 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Chairman Cllr. N Parkinson Closed the meeting at 19:18

Financial Information 13th August 2025

Unity Trust Bank (Revenue)	
Balance as at 02.07.2025	70,304.45
Outgoing	21,810.95
Incoming	6,762.27
Balance as at 13.08.2025	55,255.77

CCLA	
Balance as at 02.07.2025	923,235.11
Outgoing	0.00
Incoming	0.00
Balance as a 13.08.2025	923,235.11

Unity Trust Bank T2 (CiL interest)	
Balance as at 02.07.2025	51,683.49
Outgoing	0.00
Incoming	6379.04
Balance as a 13.08.2025	58,062.53

TOTAL MIB: £1,036.553.41

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
Xero	39.60	Accounting	X			07/07/2025
PCC	15.80	Printing		X		10/07/2025
Lengthsman	21.00	Fuel Exp		X		10/07/2025
Bannister Hall	58.80	Plants		X		10/07/2025
Lengthsman	197	Watering system		X		10/07/2025
Wallings	1500	IA		X		10/07/2025
Nurture	696.55	Grass Cutting		X		10/07/2025
J Dibble	59.00	Expenses		X		10/07/2025
Ribblesdale	425	Plants		X		10/07/2025
LALC	50.00	CONFERENCE		X		10/07/2025
Broughton Club	25.00	VIS Room Hire		X		10/07/2025
Three Mobile	7.52	Mobile	X			16/07/2025
Charlotte Leech	120	Editorial		X		16/07/2025
DHW	260	Tubs		X		16/07/2025
LALC	35.00	New Councillor Training		X		16/07/2025
NALC	42.00	Green Spaces		X		16/07/2025
Lengthsman	52.97	Plants		X		16/07/2025
Toll Bar Cottage	105.56	Ice Cream		X		21/07/2025
Lengthsman	9.98	Plaques		X		21/07/2025
Lengthsman	9.98	Plaques		X		21/07/2025
Nest	77.46	Pension	X			22/07/2025
Lengthsman	1482	Contractor fee		X		28/07/2025
HMRC	11.72	Employer Tax		X		28/07/2025

Lengthsman	54.90	Flowers		X		28/07/2025
Lengthsman	7.02	Fuel Exp		X		28/07/2025
J Dibble	1,878.14	Wages		X		28/07/2025
NEST	115.36	Pension		X		30/07/2025
Service Charge	6.00	Bank Charge	X			31/07/2025
Easy Websites	52.80	Website hosting	X			06/08/2025
Xero	39.60	Accounting Software	X			06/08/2025
Nurture	696.55	Grass Cutting		X		06/08/2025
Preston CC	93.60	Printing		X		12/08/2025
Preston CC	6753	Reports on KGF		X		12/08/2025
Melling Roofing	245	Roof Repair		X		12/08/2025
SLCC	188	Membership		X		12/08/2025
AWAITING AUTHORISATION						
Pat Hastings	6.99	Expenses				
Toll Bar Cottage	40.00	Charity Donation				
Toll Bar Cottage	140.00	Vouchers				

Incoming Transactions

Source	To Account	amount	notes	Received
CCLA Investment Management Limited	Unity REV	3,064.18	See below as transfer to Cil Interest Unity	02.07.25
CCLA Investment Management Limited	Unity Rev	108.23	See below as transfer to Cil Interest Unity	02.07.25
CCLA Investment Management Limited	Unity rev	3314.86	See below as transfer to Cil Interest Unity	04.08.25
Toll Bar Cottage	Unity Rev	245.00	Charity event money	12.08.25

Transfers

From	To	Amount	notes	Received
Unity Rev	Unity Cil Int	3064.18	Cil interest	21.07.2025
Unity Rev	Unity Cil Int	3314.86	Cil interest	11.08.2025

Signed _____

Signed _____

Figures from 1st April - 28th July 2025
Broughton Parish Council

↑	Better than Budget
↔	On track
↓	Over budget

Account	2025-2026 BUDGET	Jul-25
Income		
203 - Sundry Income: Planter Sponsorship	0	150.00
204 - Sundry Income: Bank interest	100	379.82
216 - Sundry Income: CCLA income from Investments	22,500	12,855.45
222 - Sundry Income: Grasscutting	6,246	0.00
226 - Sundry Income: LCC - Lengthsman	500	0.00
232 - Precept	45,000	45,000.00
234 - Sundry Income: Grants Received	500	0.00
238 - Sundry Income	0.00	40.00
246 - Sundry Income: VAT refund	800	0.00
Total Projected Income	75,646.00	58,425.27
Other Income (PREDICTED)		
248 - CiL	64,779	58,971.00
Total Other Income	64,779.00	58,971.00

Administrative Costs	Budget	Gross	Not Inc VAT	VAT	Variance	
402 - Bank charges	150.00	18.00	18.00	0.00	132.00	↑
410 - General admin: Clerks fees	22400.00	6,549.58	6,549.58	0.00	15,850.42	↑
414 - Other payments: Community events	1000.00	331.43	293.54	(37.89)	706.46	↑
418 - Other payments: DEFIB Maintenance	150.00	0.00	0.00	0.00	150.00	↔
420 - General admin: Donations (S137)	1000.00	300.00	300.00	0.00	700.00	↑
422 - General admin: Election expenses	100.00	0.00	0.00	0.00	100.00	↔
424 - General admin: External audit fees	1000.00	0.00	0.00	0.00	1,000.00	↔
426 - General admin	1000.00	261.15	226.94	(34.21)	773.06	↔
428 - Grasscutting	6600.00	1,940.00	1,616.67	(323.33)	4,983.33	↔
430 - General admin: HMRC	4600.00	1,028.86	1,028.86	0.00	3,571.14	↑
431 - General admin: NEST	1500.00	425.18	425.18	0.00	1,074.82	↑
432 - General admin: Home working expenditure	350.00	0.00	0.00	0.00	350.00	↑

434 - General admin: Insurances	1350.00	1,041.67	1,041.67	0.00	308.33	↑
440 - General admin: Internal auditor	600.00	1,500.00	1,250.00	(250.00)	-650.00	↓
442 - Other payments: IT software & equipment	400.00	0.00	0.00	0.00	400.00	↑
446- Lancs Environmental Fund 3rd Party Contribution	0.00	3,274.04	3,274.04	0.00	-3,274.04	↓
448 - Legal and professional fees inc accounting	1000.00	1,269.00	1,057.50	(211.50)	-57.50	↓
452 - Plants/ flower exp: Lengthsman	3000.00	1,795.81	1,684.80	(111.01)	1,315.20	↔
453 - Maintenance and Repair EXP: Lengthsman	500.00	28.02	26.85	(1.17)	473.15	↑
456 - Purchases with Orchard monies	0.00	354.95	354.95	0.00	-354.95	↔
458- Sub Contractor Fees (Not Lengthsman)	0.00	1,626.30	1,626.30	0.00	-1,626.30	↓
462 - Other payments: Neighbourhood Plan	500.00	120.00	100.00	(20.00)	400.00	↔
504 - Xero	500.00	158.40	151.80	(6.60)	348.20	↔
508 - General admin: Room hire	75.00	25.00	25.00	0.00	50.00	↔
512 - Subscriptions LALC /SLCC/ICO/CPRE/Community F	1000.00	583.29	583.29	0.00	416.71	↔
514 - Toll Bar Cottage Grant	15000.00	7,500.00	7,500.00	0.00	7,500.00	↔
516 - Other payments: Toll Bar Cottage Maintenance costs	2000.00	39.99	33.32	(6.67)	1,966.68	↑
522 - Other payments: Traffic calming	500.00	0.00	0.00	0.00	500.00	↑
524 - General admin: Training & Travel	800.00	127.00	120.00	(7.00)	680.00	↑
534 - War Memorial	1000.00	693.49	627.36	(66.13)	372.64	↑
538 - General admin: Website maintenance and hosting	600.00	195.36	162.80	(32.56)	437.20	↔
540 - Other payments: Wreath	60.00	60.00	60.00	0.00	0.00	↔
542 - Other payments: Xmas tree	1000.00	0.00	0.00	0.00	1,000.00	↔
Total Parish Council Costs	69,735.00	31,246.52	30,138.45	(1,108.07)	39,596.55	

CIL Expenditure

	Budgeted		
548 - Cil expenditure	77,500	0.00	0.00
550 - CIL Lengthsman Costs	18,500	5,738.00	5,738.00

Total Projected Income (not including CIL)	75,646.00	5,911.00
Total Income to date (JULY) not including CIL	58,425.57	
Total anticipated expenditure not including CIL	69,735.00	
Total expenditure to date not including CIL	31,246.52	27,179.05