

# *Broughton in Amounderness Parish Council*

Proceedings of the Finance Committee Meeting held on  
Tuesday 20<sup>th</sup> May 2025 at 6:45pm

Present:

Cllr. P Hastings  
Cllr. N Parkinson  
Cllr. L J Oldcorn  
Cllr. M Bell (arrived 19:10)

Jessica Dibble – Parish Clerk

## **Min 200568 Welcome by Chair of Finance**

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

## **Min 200569 Election of Finance Chair 2025 /2026**

The Clerk invited nominations for the position of Chair of the Finance Committee for the municipal year 2025–2026.

Cllr. Pat Hastings proposed Cllr. Nigel Parkinson for the role. The nomination was seconded by Cllr. LJ Oldcorn.

Cllr. Parkinson agreed to accept the position and duly signed the Acceptance of Office as Chair of Finance for the forthcoming year.

## **Min 200570 Apologies**

Cllr. M Bell advised he would be late to the meeting.

## **Min 200571 Declarations of interests**

None declared.

## **Min 200572 Approval of Minutes**

**It was resolved** to sign the minutes of the full council meeting held on the 14<sup>th</sup> April 2025 as a correct and accurate record.

# *Broughton in Amounderness Parish Council*

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

## **Min 200573 Overview of Accounts**

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

Unity Accounts:	£194,235.38
CCLA Account:	£861,465.00

It was noted that £58,971 currently held in the Unity account is due to be transferred to the CCLA 1 account, as this amount represents an incoming CIL payment from Preston City Council.

The Clerk advised that the transfer will take place once the CIL spreadsheet has been updated as part of the reporting process to Preston City Council. Prior to the transfer, deductions will be made from the CIL payment to reimburse the council's revenue account for any CIL-related expenditure that has already been incurred but not yet allocated.

**Total Assets: £1,055,700.38**

## **Min 200574 Invoicing and Payments**

### **7.1 Review of transactions to date and pending invoices not yet authorised.**

The Committee reviewed the transactions to date, along with pending invoices not yet authorised. Concerns were again raised regarding expenditure on transactions that had not been approved by either the Chair or Vice Chair. It had previously been agreed that DHW Services would provide support with watering the tubs and flower beds during the Lengthsman's absence. However, purchases and watering work were carried out and costs incurred prior to the Lengthsman officially commencing leave.

It was agreed that the Council would settle the outstanding invoices submitted by DHW Services but would also reiterate the importance of obtaining prior approval before incurring any costs. However, this excludes the invoice relating to the purchase of barrels, as the necessary licences have not been granted, authorisation to proceed with the purchase was not given, and key financial procedures have not been followed.

Specifically, the Council noted that no original invoice or proof of purchase has been provided raising concerns around financial transparency and the ability to verify the actual expenditure. Re-invoicing without supporting documentation prevents the Council from validating costs, recovering VAT where applicable, and maintaining a proper audit trail.

Furthermore, as the Lengthsman is due to return from leave, it was agreed that DHW Services would be stood down to allow the Lengthsman to resume his contractual duties.

### **7.2 Review of War Memorial Budget**

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Now that the War Memorial works have been completed, a number of outstanding invoices remain, which require clarification. The Clerk will liaise with the Lengthsman to determine the appropriate budget allocation for each invoice—specifically, whether the costs relate to routine village maintenance or the War Memorial project.

Upon reviewing the outstanding invoices and the overall project expenditure, it was agreed that £1,000 would be assigned to the War Memorial budget and the costs associated with the project may be met using CIL (Community Infrastructure Levy) funds.

*19:10 Cllr. M Bell Arrived*

## **Min 200575 Proposed Maintenance Costs**

### **8.1 & 8.2 Summer watering proposal and Lengthsman's future leave**

The Committee considered a proposal from the Lengthsman's sub-contractor to assume responsibility for watering duties over the summer period. It was noted that this would incur additional costs not currently accounted for within the Council's approved budget.

The Committee expressed concern that this requirement and subsequent costs had not been raised prior to the Council's annual budget-setting process, nor was any indication given that external support would be required to carry out duties included in the Lengthsman's contract—specifically, the maintenance of the village flower beds and tubs.

It was also noted that there is no formal agreement in place for DHW Services to cover the Lengthsman's duties during his planned absence from 4th to 11th June.

The Council resolved that, going forward, any proposals involving additional expenditure or the use of subcontractors must be submitted in advance for Council consideration and formal approval, in order to ensure effective budget control and accountability.

## **Min 200576 AGAR**

The Clerk reported that she had met with Holdens Accountants, who confirmed they were unable to accept instruction at this time. As a result, it was recommended that Wallings Accountants would be best placed to conduct the Internal Audit for the current year.

The Committee resolved to reappoint Mark Walling to undertake the Internal Audit for the 2024/2025 financial year.

The Chair confirmed that she would sign Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) during the upcoming Full Council meeting, in preparation for submission to the Internal Auditor.

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## **Min 200577 Date of Next Meeting**

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

*Chairman Cllr. N Parkinson Closed the meeting at 19:22*