

**Minutes of the Finance Committee held on  
Tuesday 9th December 2024**

Present:

**Committee Members:**

Cllrs. N. Ireland (Chair), C. Rowley, A. Kirke, R. Fearn and D. Neal.

In attendance: Clerk, Rachel Male and Cllr. U. Towne.

- F091224/1 Apologies for Absence**  
All present.
- F091224/2 Declaration of Members Interests**  
None.
- F091224/3 Public Speaking**  
None present.
- F091224/4 To confirm and agree as a true record the non-confidential minutes of the Finance Committee meeting held on 5th December 2024**  
**RESOLVED** that the Minutes of the Finance Meeting held on 5th December 2024 were agreed as a true record.
- F091224/5 Budget and Precept for 2025/2026**  
A draft budget document was discussed and ran through.  
**RESOLVED**  
a) that the draft budget (attached), be recommended to Council for approval.  
b) That an increase of £6,271 in the precept be recommended to Council, and Council are recommended to approve the setting of the 2025/26 precept as £77,944 (number of properties **1227**).
- F091224/6 Financial Risk Assessment Review**  
**RESOLVED** to note and agree the Financial Risk Assessment.
- F091224/7 Meeting closed 1:35pm**

Signed: ..... Date: .....

ETWALL PARISH COUNCIL

E: [etwallparishcouncil@gmail.com](mailto:etwallparishcouncil@gmail.com) T: 07835 881805

**ETWALL PARISH COUNCIL - BUDGET PLAN for 2025 - 26**

**Budget Recommendation by Finance Committee**

**ESTIMATE OF PAYMENTS**

Payment Category	CATEGORY REF:	Actual for approx 35 weeks (up to 30.11.23)	Estimated Remaining budget at end of year 2024-25	Estimate of payments for remainder of 2024-25	Actual budget for 2024/25	Budget Est 2025/26
<b>Administration</b>						
Audit fees	501	547.45	53	0	600	650
Data Protection Registration	502	0.00	0	35	35	35
Chairman's allowance	503	31.52	0	268	300	350
Elections (next in May 2027)	504	0.00	0	0	0	0
Insurance (Council ins and mower)	505	1,723.00	527	0	2,250	2,250
Misc	506	0.00	200	100	300	300
Office equipment (incl Phone)	507	69.04	131	200	400	400
Hall Hire	508	0.00	0	500	500	600
Stationery/pubs/postage	509	65.64	0	84	150	200
Subscriptions	510	66.66	933	0	1,000	1,000
Website	511	170.00	30	0	200	1,500
Training	512	50.00	300	50	400	400
Bank charges	513	119.10	0	81	200	200
SIDS	730	3,178.75	-3,679	500	0	1,000
<b>Total (Admin)</b>		<b>6,021.16</b>	<b>-1,504</b>	<b>1,818</b>	<b>6,335</b>	<b>8,885</b>

<b>VILLAGE MAINTENANCE</b>						
Employees Equip & protective clothing	550	11.90	288	300	600	600
Mower & Equip repairs/spares	551	760.15	0	240	1,000	1,000
Petrol/oil	552	255.60	144	50	450	400
Groundsmen's Facilities (Hut Requirements)	553	0.00	0	200	200	200
<b>Village facilities</b> (maint of Map. Notice Boards, Signs, Benches & Waste Bins etc) + FWH car park path + Village (Xmas) Tree Lights	554	2,886.42	-1,386	1,500	3,000	3,000
Village Defibrillator (All costs) replacement parts	556	4.17	146	100	250	300
Village Floral decorations	557	1,983.00	517	0	2,500	2,500
CCTV Annual maintenance	558	275.00	25	0	300	300
CCTV Additions / Replacement	559	70.00	430	0	500	1,000
<b>Total (Village Maintenance)</b>		<b>6,246.24</b>	<b>164</b>	<b>2,390</b>	<b>8,800</b>	<b>9,300</b>

<b>Agency Services</b>						
Church clock Maintenance (winding, + maint )	560	0.00	320	0	320	320
Dog/litter bin emptying & WASTE DISPOSAL	561	104.00	-204	1,900	1,800	2,000
Footpath maintenance	562	0.00	0	0	0	0
<b>Total</b>		<b>104.00</b>	<b>116</b>	<b>1,900</b>	<b>2,120</b>	<b>2,320</b>

Payment Category		Actual for approx 35 weeks (up to 30.11.23)	Estimated Remaining budget at end of year 2024-25	Estimate of payments for remainder of 2024-25	Actual budget for 2024/25	Budget Est 2025/26
Provision for reward payments	563	0.00	100	0	100	100
Provision for doubtful debt		0.00	0	0	0	0
Loan interest & repayments	564	2,462.38	0	2,462	4,925	4,925
PC Advertising & publicity	565	0.00	100	0	100	100

PC Designated Reserves						
NDP Planner and Associated costs	566	1,146.78	2,053	9,793	12,993	3700
Mower/plant replacement	600	4,082.50	-3,583	0	500	1,000
Village Map - renewal [from PE&H]	602	0.00	600	0	600	600
2nd Village Defibrillator	603	0.00	0	0	0	0
CELEBRATIONS (2025)	604	0.00	0	0	0	0
Legal Representation for Freeport (Etwall + Egginton)	605	0.00	5,000	0	5,000	5,500
<b>TOTAL</b>		<b>5,229.28</b>	<b>4,071</b>	<b>9,793</b>	<b>19,093</b>	<b>10,800</b>

Tenancies (Council at tenant)						
Chestnut Grove	620	15.00	0	0	15	15
Allotments	621	275.00	0	0	275	300
Groundsmen's Facilities (Rent)	623	0.00	0	250	250	400
<b>Total</b>		<b>290.00</b>	<b>0</b>	<b>250</b>	<b>540</b>	<b>715</b>

Wages/PAYE/NI/Pension/Expenses						
Wages / TAX / NI (incl Clerk & Assistant)	700	50,128.84	8,871	23,000	82,000	85,000
Employee expenses	701	178.85	171	150	500	500
Expenses - Councillors	702	0.00	150	0	150	150
Pension Contributions	703	2,078.33	-78	1,000	3,000	4,000
<b>Total</b>		<b>52,386.02</b>	<b>9,114</b>	<b>24,150</b>	<b>85,650</b>	<b>89,650</b>

Section 137						
Donations	720	1,591.50	9	1,400	3,000	3,000
<b>Total</b>		<b>1,591.50</b>	<b>9</b>	<b>1,400</b>	<b>3,000</b>	<b>3,000</b>

Payment Category	CATEGORY REF:	Actual for approx 35 weeks (up to 30.11.23)	Estimated Remaining budget at end of year 2024-25	Estimate of payments for remainder of 2024-25	Actual budget for 2024/25	Budget Est 2025/26
<b>Youth Recreation &amp; Allotments</b>						
Allotment maintenance	750	402.03	198	400	1,000	1,000
Allotment water	751	240.29	160	0	400	400
B/green maintenance	752	1,612.00	-312	0	1,300	1,300
B/green water	753	517.09	83	0	600	600
B/green facilities	754		0	0	0	0
Play equipment Repair Insurance			0	0		0
KGV Play Equipment Inspection charges, Repairs & maint + Bins & Seats	755	1,924.24	379	4,197	6,500	7,000
Tree work (incl New Planting)	756	9.99	0	1,990	2,000	2,000
Sandypits - building maint	757		300	200	500	500
Sandypits - Elec			0	0	0	0
Sandypits - grounds / Bins / pitch maint	758		300	200	500	500
Mobile play equip hire	759	1,450.00	50	0	1,500	1,600
Return of Allotment Bonds	760	50.00	0	50	100	100
<b>YR&amp;A - Sub total 1</b>		<b>6,205.64</b>	<b>1,157</b>	<b>7,037</b>	<b>14,400</b>	<b>15,000</b>

<b>YR&amp;A - Capital items</b>						
New Benches & Picnic Tables	800		0	0	0	600
<b>YR&amp;A - Sub total 2</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>600</b>

<b>YR&amp;A - Reserve Funds</b>						
YR&A Improvement fund	801	0.00	3,000	1,000	4,000	4,000
Improvements to Hardstanding's (KGF & S/Pits)	802	5,174.00	326	0	5,500	2,000
<b>YR&amp;A - Sub total 3</b>		<b>5,174.00</b>	<b>3,326</b>	<b>1,000</b>	<b>9,500</b>	<b>6,000</b>

<b>YR&amp;A TOTAL</b>		<b>11,379.64</b>	<b>4,483</b>	<b>8,037</b>	<b>23,900</b>	<b>21,600</b>
-----------------------	--	------------------	--------------	--------------	---------------	---------------

Funding for FWH (SECT 133)	803	0.00	0	4,000	4,000	1,120
----------------------------	-----	------	---	-------	-------	-------

<b>GRAND TOTAL</b>		<b>85,710.22</b>	<b>16,652</b>	<b>56,200</b>	<b>158,563</b>	<b>152,515</b>
--------------------	--	------------------	---------------	---------------	----------------	----------------

Receipts Category		Actual Receipts for approx 35 weeks (up to 30-11.24)	Estimated Total Receipts for 2024-25	Estimated Receipts during remainder of 2024-25	Budgeted Receipts for 2024/25	Estimated Receipts for 2025/26
Precept	101	71,673.00	71,673	0	71,673	
Council Tax Support Grant		2,751.00	2,751	0	2,751	0
CELEBRATIONS	102	0.00	0	0	0	0
Section 136 (Concurrent Expenses)	103	23,077.67	23,078	0	23,078	23,078

<b>Admin</b>						
Legal Representation for Freeport (from Egginton)	104	0.00	0	0	888	888
Misc income to PC	89	0.00	0	0	0	
Interest on bank accounts	105	31.35	31	0	0	
Sale of assets	119	0.00	500	500	0	0
SIDS	117	6,419.50	6,420	0	0	0
NDP Grants ( Ring Fenced)	117	10,000.00	10,000	0	0	

<b>Village Maintenance</b>						
St Helen's Mowing (from Church)	106	0.00	500	500	500	550
St Helen's Mowing Grant (from SDDC)	107	420.00	420	0	380	380
Xmas tree lights (Donations)		0.00	0	0	0	0
Reimbursement for Bench(s)		0.00	0	0	0	0
Footpath Maintenance (from DCC)	108	385.00	385	0	385	385

<b>Tenancies (Council as landlord)</b>						
Land rent (Cadet Hut) - Sandypits	109	0.00	960	960	960	1,000
Wayleave	112	8.32	8	0	8	8

<b>Wages/PAYE/NI/Pension/Expenses</b>						
Use of Booking Clerk by FWH	113	0.00	12,555	12,555	12,650	14,590
Pension Payment Refunds			0	0	0	

<b>Youth Recreation &amp; Allotments</b>						
Allotment rent	114	921.00	1,021	100	900	1,000
Misc (for YR&A)	115	0.00	0		0	0
Bowling green Improvements donation	116		0	0	0	0
Bowling green maint donation		992.95	993	0	650	650
Sandypits rent (Footballers)	110		100	100	100	110
Sandypits rent (Pidgeon Club)	111		100	100	100	110
DONATIONS for - KGF Improvements	118		0	0	0	0

<b>GRAND TOTAL</b>		<b>116,679.79</b>	<b>131,495</b>	<b>14,815</b>	<b>115,023</b>	<b>42,749</b>
--------------------	--	-------------------	----------------	---------------	----------------	---------------

## SUMMARY OF PAYMENTS

Payment Category		Actual for approx 35 weeks (up to 30.11.23)	Estimated Remaining budget at end of year 2024-25	Estimate of payments for remainder of 2024-25	Actual budget for 2024/25	Budget Est 2025/26
<b>General</b>						
Administration (incl PE&H Sub total 1)		6,021.16	-1,504	1,818	6,335	8,885
Village Maintenance		6,246.24	164	2,390	8,800	9,300
AGENCY SERVICES		104.00	116	1,900	2,120	2,320
Provision for Reward payments		0.00	100	0	100	100
Provision of Doubtful Debt		0.00	0	0	0	0
Loan Interest and Repayments		2,462.38	0	2,462	4,925	4,925
Advertising and Publicity		0.00	100	0	100	100
Tenancies (Council as Tenant)		290.00	0	250	540	715
Wages / PAYE / NI / Pension / Expenses		52,386.02	9,114	24,150	85,650	89,650
S137 - Donations		1,591.50	9	1,400	3,000	3,000
PE&H - Sub total 1 (now part of ADMIN)						
YR&A - Sub total 1		6,205.64	1,157	7,037	14,400	15,000
<b>Capital Items</b>						
PE&H - Sub total 2 (now part of ADMIN)						
YR&A - Sub total 2		0.00	0	0	0	600
<b>Reserve Funds</b>						
YR&A - Sub total 3		5,174.00	3,326	1,000	9,500	6,000
PC Designated Reserve Funds (now incl PE&H)		5,229.28	4,071	9,793	19,093	10,800
<b>Funding for FWH (SECT 133)</b>		0.00	0	4,000	4,000	1,120
<b>GRAND TOTAL</b>		<b>85,710.22</b>	<b>16,652</b>	<b>56,200</b>	<b>158,563</b>	<b>152,515</b>

Itemised reserves included in above figure = 7,397 (D) (J)

## Bank Account Balances at 30/11/24

Unity Trust T2 Current Account (General)

**£87,207.33**

**TOTAL £87,207.33 (A)**

NOTE:-

Includes remaining Itemised Reserves of **£7,397** + Minimum PC General Reserves of **£14,000**

			YEAR 2025/26	YEAR 2024/25
Amount available for remainder of 24/25	(A)		87,207	94,990
Estimated Receipts for remainder of 24/25	(B)		14,815	30,655
<b>TOTAL</b>	<b>(A + B)</b>	<b>(C)</b>	<b>102,022</b>	<b>125,645</b>
Estimated Payments for remainder of 24/25	(D)		56,200	74,211
<b>ESTIMATED BALANCE AT END OF YEAR (24/25)</b>	<b>(C - D)</b>	<b>(E)</b>	<b>45,822</b>	<b>51,433</b>

## Calculation of Required Funding for 2025/26

<b>Minimum P.C. General Reserves Required for 25/26</b>	(F)		14,000	18.0% of Precept	14,000
Amount available towards 25/26 budget	(E - F)	(G)	31,822		37,433
Estimated Receipts for 25/26	(H)		42,749		40,599
<b>TOTAL</b>	<b>(G + H)</b>	<b>(I)</b>	<b>74,571</b>		<b>78,032</b>
Estimated Required Payments for 25/26	(J)		152,515		149,705
<b>FUNDING REQUIRED</b>	<b>(J - I)</b>		<b>£77,944</b>		<b>£71,673</b>

In Etwall, in 2024/25, for a ' Band D ' property, the Council Tax of <b>£2,158.83</b> included a Parish charge of <b>£59.23</b>
The PC had Estimated <b>£60.07</b>

For the above ' Funding Required ' figure this approximates to a ' Band D ' charge, next year of <b>£64.41</b>	
an increase of <b>£5.18</b>	per year
equivalent to <b>£0.43</b>	per Cal month

**PRECEPT RECOMMENDED TO COUNCIL**

**£77,944**



## Etwall Parish Council - FINANCE - RISK ASSESSMENT

Items within remit of Finance Committee: (NOTE: Some of these items are part of the RFO's responsibilities).  
Financial Regulations, Insurance, Spend to Budget, Budget planning, Insurance, Maintain Financial Calendar.

Item	Risk	Impact	Probability	Actions
1	Public Liability (Mandatory)	H	L	Continue existing cover. Renewed 01.10.24
2	Employers Liability (Mandatory)	H	L	Continue existing cover. Renewed 01.10.24
3	Money (Mandatory)	H	L	Continue existing cover. Renewed 01.10.24
4	Fidelity Guarantee (Mandatory)	H	L	Amend annual cover in line with the formula – total balances plus 50%precept. Renewed 01.10.24
5	Property (Buildings and Machinery) & Property Contents (see Insurance Schedule for complete list of items)	M	L	Continue with insurance cover and review regularly. Renewed 01.10.24
6	Officials Indemnity (Councillors and Clerks)	M	L	Continue with existing cover. Renewed 01.10.24
7	Libel & Slander (Councillors, Clerk and other employees)	M	L	Continue with existing cover. Renewed 01.10.24
8	Personal Accident (Councillors, Clerk and other employees)	L	L	Covered. Renewed 01.10.24
9	Legal Expenses (Mandatory) (Claims against Council)	M	L	Covered. Renewed 01.10.24
10	Accounting System (Loss of data due to system fault)	M	L	Back up data weekly and stored off site. Laptops back up to OneDrive Cloud. PC store in locked cupboard at Frank Wickham Hall Passwords to be kept by Chair & Vice Chair Passwords handed to Chair and Vice Chair – July 2024

## Etwell Parish Council - FINANCE - RISK ASSESSMENT

11	Loss of Services of Employee	L	M	Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss or consider temporary Employment.
12	Administration (Sudden loss of Clerk)	M	M	Immediately advertise vacancy.
13	Administration (Payment Arrangements)	L	L	All Payments must be reported to Council for approval. <b>See minutes.</b> All Cheque stubs must be initialed by signatories. <b>Internal audit checks.</b> Electronic payments to be authorised by two members. <b>Unity and CAF will not process payment without 2 authorisations.</b>
14	Pension and payments to HMRC not paid timely	M	L	RFO to have systems in place to ensure payments are made by the correct date. <b>Clerk pays salaries every 4 weeks.</b>
15	Administration (Bank Reconciliation)	L	L	To be carried out on receipt of each Bank Statement and reported at each PC meeting. <b>Reported at meetings and attached to minutes.</b>
16	Agency Advice	L	L	Continue with Membership of DALC <b>RENEWED 01.05.24</b>
17	Failure to ensure reviews of charges not undertaken	L	L	Where applicable All committees to review level of charges annually. <b>Reviewed by Council at renewal.</b>
18	Incorrect Precept	L	L	Ensure proper detailed consideration of all Council requirements when preparing to calculate Precept. <b>Considered by Finance Committee and signed off by Full Council.</b>
19	Precept – Inadequate monitoring of performance	H	L	Continue to regularly consider budget monitoring report. <b>Carried out by Chair of Finance and RFO.</b>
20	Illegal Expenditure	L	L	Always ensure expenditure is within legal powers before approval.
21	Accounting – Non-standard and/or non-compliant records kept	H	L	Ensure adequate, complete and statutory financial records and accounts are kept. The use of proprietary software will ensure smooth transition when changing Clerks / RFO's. <b>Clerk uses excel spreadsheet which the Auditor is happy with.</b>
22	Accounting – Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	H	L	Ensure that all accounts and returns are completed and submitted by the deadlines. <b>Clerk reports to Council annually.</b>
23	Accounting – Non-compliance with internal audit requirements	H	L	Ensure an Internal Auditor has been appointed. <b>Appointed annually at Full Council.</b>

## Etwell Parish Council - FINANCE - RISK ASSESSMENT

24	PC budgets overspent	M	L	Include Monthly report of 'Spend to Budget' within Council Meeting. <b>Reported to Council.</b>
25	Financial Regulations not adhered to	H	L	<b>Clerk monitors. Internal Auditor to Report.</b>
26	Section 136 claims not processed on time	H	L	RFO to monitor. <b>Last claim submitted July 2024.</b>
27	Internal Audit Terms of Reference	H	L	Internal Audit Terms of Reference annually approved in accordance with the minimum requirements suggested in 'Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide' Appendix 8 Page 129.
		H	L	Internal Audit takes into account the Council's risk management processes (this document) and internal controls.
		H	L	Terms of reference define audit responsibilities in relation to fraud (direct reporting to Chairman/Council).
28	Internal Audit - Independence	H	L	Independence - Internal auditor has direct access to those charged with governance (Council).
		H	L	Internal audit reports made in own name to management.
		H	L	Internal auditor to have no other role within the Council.
		H	L	Competence – There should be no evidence that the internal audit work has not been carried out ethically, with integrity and objectively.
		H	L	Relationships – Responsible officers (Clerk/RFO) is consulted on the internal audit plan and on the scope of each audit.
		H	L	Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.
		H	L	The responsibilities of the Council Members are understood.
29	Internal Audit – Planning and Reporting	H	L	The audit plan properly takes account of corporate risk.

Etwall Parish Council - FINANCE - RISK ASSESSMENT

		H	L	The Council has approved the plan.
		H	L	Internal audit is expected to report on a “negative” basis (report only areas of concern/recommendations).