

Broughton in Amounderness Parish Council

Meeting arrangements: Finance Committee

Tuesday 15th April 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. 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 Council Meetings Item 1

To approve minutes of the meeting held on Tuesday 4th March 2025.
5. Overview of Accounts Item 2
 - 5.1 Review finance reports circulated (income, reconciliation, budgets)
6. Lengthsman Financial Report Submission and Invoicing Item 3
 - 6.1 Review the monthly submission method for the Lengthsman for the new financial year.
 - 6.2 Agree the invoicing process to ensure that the finance officer can ensure year end compliance.
 - 6.3 Review and approve if in agreement the anticipated costs relating to the proposed Cenotaph refurbishment project.
7. CIL
 - 7.1 Note the request from Preston City Council for the CIL reporting structure.
8. Village Improvements Item 4
 - 8.1 Discuss the existing budget for village Improvements.
 - 8.2 Review the costings for street furniture such as finger posts, planters and a new bench on Whittingham Lane.
9. King George V Planning Item 5
 - 9.1 Discuss the existing budget and additional fees as previously circulated.



10. Date of Next Meeting

Finance Committee Meeting – Tuesday 27th May 2025 at 6:45pm in The Toll Bar Cottage,
476 Garstang Road, Preston, Lancashire, PR3 5JB



Broughton in Amounderness Parish Council

Proceedings of the Finance Committee Meeting held on
Tuesday 4th March 2025 at 6:45pm

Present:

Cllr. P Hastings
Cllr. N Parkinson
Cllr. L J Oldcorn (Arrived at 19:02)

Jessica Dibble – Parish Clerk

Min 040351 Welcome by Chair of Finance

The Finance Chair, Cllr. N Parkinson, called the meeting to order at 18:52pm and welcomed all attendees.

Cllr. N Parkinson confirmed that while items could be discussed informally, formal committee decisions could only be made once a third council member was in attendance to meet the quorum requirement.

NB: No items were formally discussed or approved until Cllr. L J Oldcorn arrived at 19:02.

Min 040352 Apologies

Cllr. P Bunting
Cllr. M Bell (Confirmed as a late attendee)

Min 040353 Declarations of interests

None declared.

Min 040354 Approval of Minutes

It was resolved to sign the minutes of the full council meeting held on the 21st January 2025 as a correct and accurate record.

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

Min 040355 Banking and Accounting

Broughton in Amounderness Parish Council

(5.1) The Committee reviewed the report circulated by the Clerk. It was agreed to confirm with CCLA how straightforward the withdrawal process would be. If the process is simple, the Committee will proceed with closing the two Unity Trust accounts and opening a second account with CCLA.

The Broughton Parish Council accounts will then be structured as follows:

1. **Revenue Account** – Unity Trust Bank
2. **CCLA 1 Account** – CIL Money
3. **CCLA 2 Reserves Account** – Future earmarked reserves

This adjustment will reduce the number of accounts from five to three, enhancing financial transparency.

(5.2) The Committee confirmed that Wallings Accountants have been formally notified of our intention to instruct Holdens Accountants to conduct the Parish Council's internal audit for 2024-2025.

Min 040356 Overview of Accounts

The committee reviewed the following financial reports:

- Bank reconciliations
- Transactions to date
- Account balances

The current balances as at 24th February 2025 were noted as follows:

Unity Account:	£88,296.70
CCLA Account:	£900,000.00

Total Assets: £988,296.70

Once CCLA 2 account has been set up, the Council will move £55,850.00 from CCLA 1.

Min 040357 Fencing Quotes

The Committee was informed that the transfer of land at Toll Bar Cottage has been agreed. As a result, the fence line will need to be adjusted in accordance with the revised plans to incorporate the additional area of land.

To complete the works, the Council requested two quotes, one from the contracted Lengthsman and another from a local landscaper.

Broughton in Amounderness

Parish Council

After reviewing both quotes, the Council retrospectively approved proceeding with DHW Landscaping and Garden Maintenance Services.

Upon completion of the works, the Council wished to formally record their appreciation to the village Lengthsman for generously offering time and support to the appointed contractor free of charge.

Min 040358 Events

The Committee reviewed two event reports submitted by the Clerk.

The first report detailed plans for the VE Day 80th Anniversary commemoration. Recognising the significance of this milestone in honouring those who served, the Council agreed to support the event with a budget of £250.00, along with the provision of two wreaths for each war memorial site.

The second report outlined plans for an Easter Family Fun Day, which will include a village egg hunt. The Council acknowledged the importance of such events in bringing families together. A budget of £150.00 was agreed to support the event, with any donations made on the day to be given to Woodplumpton Primary School for their outdoor area project.

Min 040359 CIL Payment Tracker

The Committee reviewed the CIL tracker, noting payments received to date, the current budget, and any outstanding payments.

It was agreed that the Clerk and Council Chair will review aged applications and the CIL agreement to verify that all due payments have been received and follow up on any outstanding amounts.

Min 040360 Date of Next Meeting

Finance Committee Meeting – Tuesday 15th April 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Chairman Cllr. N Parkinson Closed the meeting at 19:21

Financial Information 31st March 2025

Unity Trust Bank (Reserves)		CCLA	
Balance as at 24.02.2025	21,810.90	Balance as at 24.02.2025	900,000.00
Outgoing	33,886.41	Outgoing	38,535.00
Incoming	42,144.61	Incoming	0.00
Balance as at 31.03.2025	30,069.10	Balance as a 31.03.2025	861,465.00

Unity Trust Bank T1 (CiL)		Unity Trust Bank T2 (CiL interest)	
Balance as at 24.02.2025	28,141.76	Balance as at 24.02.2025	38,344.04
Outgoing	0.00	Outgoing	150.00
Incoming	182.74	Incoming	3,534.65
Balance as at 31.03.2025	28,324.50	Balance as a 31.03.2025	41,728.69

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
J Dibble	1235.26	Salary Payment month 11		X		26.02.2025
S Rostron	1404.00	Contractor fee		X		26.02.2025
NEST	77.46	Pension contribution	X			28.02.2025
Service Charge	6.00	Bank charge	X			28.02.2025
Easy Websites	47.52	Website & email	X			03.03.2025
XERO	39.60	Accounts	X			05/03/2025
S Rostron	120.00	Flower Expenses		X		06/03/2025
DHW Landscaping	395.75	Landscaping at Toll		X		06/03/2025
Nurture Landscaping	546.90	Open Space Maintenance		X		06/03/2025
HMRC Cumbernauld	204.40	Employee Tax		x		06/03/2025
S Rostron	20.13	Tool Fuel		X		06/03/2025
Ribblesdale Nursery	43.50	Flowers		X		06/03/2025
Preston City Council	120.00	Bins		X		06/03/2025
Ribblesdale Nursery	49.40	VE Day Flags		X		12/03/2025
Best Kept Village	25.00	Sign up fee		X		12/03/2025
P Hastings	19.99	Ink		X		12/03/2025
NALC	42.00	Seminar for Chair		X		12/03/2025
Preston City Council	1574.26	Xmas Lights		X		12/03/2025
Preston City Council	5940.00	King G -Consultancy Works		X		17/03/2025
Preston City Council	15,856.55	King G – Improvement works		X		17/03/2025
Three	7.20	Phone	X			18/03/2025
Berrys	75.04	Hose (lengthsman)		X		24/03/2025

Berrys	7.20	Adaptor(Lengthsman)		X		24/03/2025
J Dibble	15.98	Printer Ink		X		24/03/2025
P Hastings	16.99	Printer Ink		X		24.03.2025
P Hastings	9.35	Deed Stamps		X		24.03.2025
Viking	53.18	Stationary		X		26.03.2025
Ribblesdale	130.00	Poppy Seed		X		26.03.2025
J Dibble	1235.26	Month 12 Salary		X		28/03/2025
S Rostron	1404.00	Contractor Fee		X		28/03/2025
Preston City Council	5.40	Printing		X		31/03/2025
Service Charge	6.00	Bank Fee		X		31/03/2025

Incoming Transactions

Source	To Account	amount	notes	Received
Lancashire Community Orchard Fund	Unity Rev	306.92	Community Orchard Grant	28.02.25
CCLA Interest	Unity Current	3152.69	See below as transfer to Cil Interest Unity	04.03.25
Donation	Unity CIL INT	150	See transfer to Rev account	30.03.25

Transfers

From	To	Amount	notes	Received
Unity rev	Unity Cil Int	3,152.69	Cil Interest	12.03.2025
Unity Cil interest	Unity Rev	150	Donation	31.03.2025

Signed _____

Signed _____

Broughton in Amounderness Parish Council

Lengthsman Work Process

Adopted: 15th April 2025

Meeting: Meeting of Full Council

Next review date: April 2026

Version: V1

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1. Purpose

This policy outlines the working process, financial authorisation requirements, and invoicing expectations for the Lengthsman appointed by Broughton In Amounderness Parish Council. It ensures transparency, proper financial governance, and accountability in accordance with the Council's adopted Financial Regulations.

2. Standard Hours and Rate of Pay

The Lengthsman is contracted to undertake 78 hours of work per calendar month, across 48 working weeks per year, allowing for four weeks of unpaid fees.

The agreed contractor rate is currently £19.00 per hour. This rate is subject to periodic review, and the most up-to-date rate should be confirmed in the signed contract. *

The maximum annual remuneration calculated, is based on 11 months of paid contractual services, worked out as:

$$78 \text{ hours} \times 11 \text{ months} \times \text{£}19.00/\text{hour} = \text{£}16,302.00 \text{ per annum}^*$$

This amount represents the total annual value of the contract based on current terms and is subject to formal review by the Parish Council.

3. Scope of Work

The Lengthsman shall:

- Perform routine maintenance of Parish Council assets (e.g., signage, benches, paths, open spaces),
- Undertake small works such as litter picking, tidying, and seasonal tasks,
- Carry out visual inspections and report damage or hazards,
- Operate independently within the Lengthsman Specification as itemised within the contract, using initiative while ensuring public safety,
- Complete and submit a monthly timesheet of works completed.

4. Authorisation of Expenditure

In accordance with NALC Model Financial Regulations 2024 and specifically Regulation 4.1, the following authorisation procedures apply:

- The Lengthsman must not commit expenditure or purchase materials without prior approval.
- For purchases up to £150, the Lengthsman must obtain written approval from the Parish Clerk.
- The Clerk may authorise such expenditure within her delegated authority.
- If the cost of goods or services exceeds the Clerk's delegated limit, the Lengthsman must obtain joint approval from both the Chair and Vice-Chair prior to placing any order or incurring the cost.
- Failure to obtain the required authorisation may result in non-payment of the incurred expense.

5. Invoicing and Reimbursement Process

All invoices for expenses or purchases must be submitted by the Lengthsman to the Clerk within three (3) days of receipt of goods or services.

Invoices must be submitted via email and should include:

- A clear breakdown of the cost,
- Supporting receipts,
- A short description of the goods or services received.
- Late submission of invoices may result in delayed reimbursement.
- Approved invoices will be processed according to the Council's payment schedule and may be subject to review at the next Full Council meeting.

6. Payment Schedule

Once received and approved, expenses will be processed in accordance with the Council's standard payment procedures. Payments are subject to verification and, where required,

approval at the next available Council meeting or under delegated authority as set out in the Council's Financial Regulations.

Where appropriate, and at the discretion of the Clerk, certain agreed payments—such as the Lengthsman's monthly contractor fee—may be processed retrospectively, provided they fall within authorised budgetary provisions.

7. Compliance

- The Lengthsman shall ensure all works are carried out in compliance with current Health & Safety regulations.
- Regular communication with the Clerk is expected to ensure clarity of tasks and authorised expenditure.
- This policy forms part of the contractual agreement and failure to adhere to the process may result in disciplinary review or contract termination.

8. Policy Review

This policy shall be reviewed annually or sooner if required by legislative or regulatory changes.

9. Signatures

Chair of the Parish Council

Name: _____

Signature: _____

Date: _____

Broughton in Amounderness Parish Council

Vice-Chair of the Parish Council

Name: _____

Signature: _____

Date: _____

Parish Clerk

Name: _____

Signature: _____

Date: _____

Email from Lengthsman with costings:

£140 per planter that was last years costs. That's oiled and black bands repainted, filled with compost and flowers.

I have 3 sponsors atm.

As soon as I get permission from LCC I will get more. I don't want to go promising things to potential sponsors something I can't deliver, I'm sure I can get sponsors it won't be a problem.

AC Roofing of Broughton

Broughton security Alarms and CCTV

Broughton inn county pub.

Finger post.

3 fingered post would be around £350.

Good morning Pat,

I am writing to let you know that the planning application is being progressed by Smith & Love consultants with my oversight & assistance.

We have been in discussions with PCC Development Management regarding validation requirements, etc and Smith & Love have obtained prices for the survey's which will be required to support the application.

The price information is presented below;

Company Name	Name of Report	Fee Quote (all exc. VAT)	Timescales
Ascerta	Ecology & BNG	£2,270	No Time scale given
Pennine Ecology	Ecology & BNG	£2,220	PEA within 15 working days. BNG within 20 working days from instruction AND receipt of final soft landscape plan/site plan.
Bowland Ecology	Ecology & BNG	£4,565	No Time scale given
Arb Consultants	Tree Survey and AIA	£919	Approx. 2 weeks from instruction
Ascerta	Tree Survey and AIA	£1,050	Commence within 10 days of instruction.
Bowland Trees	Tree Survey and AIA	£964	Commence within 10 days of instruction.
EPG	FRA	£1,150	Completion within 10 days of instruction
BEK	FRA	£950	Completion within 15 days of instruction
AJP	FRA	£2,450	Completion within 2 weeks of instruction
BEK	Phase 1 Geo-Environmental Assessment	£850	Completion within 15 days of instruction
Subsurface	Phase 1 Geo-Environmental Assessment	£845	No Time scale given
Geo2	Phase 1 Geo-Environmental Assessment	£1,250	Completion within 2 weeks of instruction

Profit and Loss

Broughton Parish Council

For the period 31 March 2024 to 1 April 2025

Account **31 Mar 2024-1 Apr 2025**

Income

Precept	39,750.00
Sundry Income	200.00
Sundry Income: Bank fee refund	100.00
Sundry Income: Bank interest	708.88
Sundry Income: CCLA income from Investment	41,341.69
Sundry Income: Grants Received	2,106.92
Sundry Income: Grasscutting	6,246.00
Sundry Income: LCC - Lengthsman	500.00
Total Income	90,953.49

Gross Income **90,953.49**

Administrative Costs

Bank charges	162.30	
Cil expenses	78,803.45	
CIL Lengthsman Costs	16,738.50	
General admin	802.49	
General admin: Clerks fees	12,720.27	
General admin: Donations	610.00	
General admin: External audit fees	1,050.00	
General admin: HMRC	3,250.28	
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	2,226.71	
General admin: Room hire	50.00	
General admin: Training & Travel	488.58	
General admin: Website maintenance and host	398.42	
Grasscutting	5,437.02	
Maintenance and Repair EXP: Lengthsman	516.96	Fuel / Tools
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	3,735.51	
Other payments: Traffic calming	54.99	
Other payments: War Memorial	345.75	
Other payments: Wreath	115.00	
Plants/ flower exp: Lengthsman	2,489.53	Flowers
Subscriptions LALC /SLCC/ICO/CPRE/Commu	811.88	
Toll Bar Cottage Grant	10,500.00	
Wallings Accountants	1,645.00	
Xero	370.22	
Total Administrative Costs	152,041.78	

Operating Profit (Income - Expen) **(61,088.29)**

Other Income

CiL	42,606.28
Total Other Income	42,606.28

(18,482.01)

Profit after Other Income **(18,482.01)**