

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

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(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.

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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