



## Minutes for the Finance Working Group meeting held on Tuesday 20<sup>th</sup> April 2021 at 10am

### MINUTES

1. Members reviewed year end finance reports for:
  - 1.1 Parish Council accounts
  - 1.2 Trust Account – Millennium Green
  - 1.3 Trust Account – Car Park and Recreation Ground

**Members Recommendation:** Council to agree and approve findings – Reports attached

2. **To note Santander account is closed** – balance transferred to BMM  
Noted
3. **Review expenditure for current PC Projects**  
Noted and agree current budgets for Community Garden & Car Park project
4. **Reserves**  
Members Recommendation: Council to agree allocations of carried over funds to general and earmarked reserves – Report attached
5. **Asset register**  
Asset register updated to include the Community Garden & Car park site and Shed(s)
6. Next Finance Meeting to be held in July 2021 – exact date to be decided at the upcoming AGM
7. **Trust Accounts:**  
**Members Recommendation:** Clerk to contact the Charity Commission and investigate the Parish Council taking over financial management of the CA2 Trust account for the Car Park & Recreation Ground, all funds transferred to Parish Council Account and all expenditure to go out of the one account moving forward. Clerk will report back and present options to full council.

Clerk / RFO's end of Financial Year Report for CA1, BMM and Santander Accounts for 2020/21

SPEND CATEGORY	
SALARY EXPENSES INC TAX	£13,039.59
EMPLOYEE EXPENSES	£234.94
AUDIT & OFFICE COSTS	£1,145.05
INSURANCE	£1,403.52
SUBSCRIPTIONS	£1,108.26
COUNCILLOR ALLOWANCES	£210.95
MISC	£54.64
GRANTS PAID	£6,550.00
VILLAGE MAINTANAINCE	£1,157.63
FOOTPATHS	£5,328.36
STREET LIGHTING	£969.72
PLAY AREAS	£777.33
CAR PARK AND TOILETS	£860.75
WI HALL	£1,808.59
RECREATION GROUND	£465.71
STAFF TRAINING	£214.80
COVID EXPENDITURE	£878.66
<b>CP PROJECTS</b>	
CP & GARDEN	£3,994.59
OBSERVATORY	£539.64
RE-OPENING HIGH STREET	£1,507.90
PETANQUE COURT	£1,197.70
MG PATHWAY	£2,203.94
NEW RECREATION CENTRE	£3,211.00
<b>TOTALS</b>	<b>£48,863.27</b>

INCOME CATEGORY	
PRECEPT	£31,480.00
CTS GRANT	£968.41
COMMUNITY CHEST	£853.86
POCKET PARKS GRANT	£15,500.00
HIGH STREET GRANT	£1,331.52
PROW GRANT	£2,198.66
COVID BUSINESS GRANT	£10,000.00
HMRC FURLOUGH PAYMENT	£355.48
INTEREST	£22.05
PARISH ROOMS RENT	£1,500.00
WI HALL INCOME	£779.00
VAT RETURNS	£3,709.82
WAYLEAVE / FIT	£316.93
MISC	£343.57
<b>DONATIONS</b>	<b>£2,295.00</b>
	<b>£71,654.30</b>

BANK RECONCILIATION	as at 31/03/2021
CA1 Account	£707.28
BMM Account	£53,161.82
Santander Account	£10,702.73
<b>TOTALS</b>	<b>£64,571.83</b>

TOTAL INCOME	£71,654.30
TOTAL SPEND	£48,863.27

TOTAL BALANCE	£64,571.83
EARMARKED RESERVES	£34,926.54
C/OVER	<b>£29,645.29</b>

**MIL Year End Report - Millennium Green Account**

<b>SPEND CATEGORY</b>	
GRASS CUTTING	£333.95
R&M	£98.75
PATHWAY	£995.00
<b>TOTALS</b>	<b>£1,427.70</b>

<b>INCOME CATEGORY</b>	
ECO BONDS	£560.00
<b>TOTALS</b>	<b>£560.00</b>

<b>BANK BALANCES</b>	
31/03/2020	£30,121.05
31/03/2021	£29,253.35

**CA2 Year End Report - Chacewater Car Park & Recreation Ground**

<b>SPEND CATEGORY</b>	
TOILETS R&M	£90.00
TOILETS UTILITIES	£303.61
CAR PARK R&M	£304.74
REC GROUND R&M	£300.00
<b>TOTALS</b>	<b>£998.35</b>

<b>INCOME CATEGORY</b>	
HONESTY BOXES	£196.60
WAYLEAVE/FIT	£71.95
GRANT INCOME	£5,000.00
<b>TOTALS</b>	<b>£5,268.55</b>

<b>BANK BALANCES</b>	
31/03/2020	£2,703.93
31/03/2021	

	Q3 2020/21	added	Less	Q4 2020/21	added	Less	Q1 2021/22	added	Less
<b>EARMARKED RESERVES</b>									
Office equipment	£1,002.07			£1,002.07			£1,000.00		
Election Fund	£802.51			£802.51			£800.00		
Training Fund	£455.00		-£28.80	£426.20			£426.00		
Lighting Capital	£300.00			£300.00			£300.00		
			-						
Development of Car Park	£8,967.86		£2,411.30	£6,556.56	£4,000.00		£10,556.56		
			-						
Pavilion Project	£11,800.00		£3,211.00	£8,589.00	£9,000.00		£17,589.00		
Play Areas x2 / Rec Ground	£250.00			£250.00	£1,500.00		£1,750.00		
			-						
Allocated to Car park and Garden project	£16,000.00		£1,417.66	£14,582.34			£14,582.34		
			-						
Pocket Parks	£15,500.00			£15,000.00		£2,482.00	£12,518.00		
<b>GENERAL RESERVES</b>					£5,000.00		£5,000.00		
<b>Total</b>	<b>£55,077.44</b>			<b>£47,508.68</b>			<b>£64,521.90</b>		

## CHACEWATER PARISH COUNCIL - ASSET REGISTER

ASSET	DATE ACQUIRED	WHERE HELD	DATE OF DISPOSAL	TYPE OF VALUE	VALUE £ 2018-2019	VALUE £ 2019-2020	VALUE £ 2020-2021
<b>Buildings &amp; Property</b>							
Recreation Ground		Recreation Ground		Nominal	£1.00	£1.00	£1.00
Millennium Green		Millennium Green		Nominal	£1.00	£1.00	£1.00
Recreation Ground Old pavilion, toilets, storage stand, shed & Parish Room				insurance	£200,000.00	£200,000.00	£200,000.00
Old Recreation Ground (car park)		Old Recreation Ground		Nominal	£1.00	£1.00	£1.00
Old Recreation Ground Toilets & Store		Old Recreation Ground		insurance	£10,000.00	£10,000.00	£10,000.00
New Community Garden & Car Park		Garden & Car Park		Nominal			£1.00
Community Shed		Garden & Car Park		Actual Cost			£999.00
Bus shelters	June 2004/5 - 1 @ £3,000. Feb 2013 - 1 @ £2,382	Chacewater x 1 Twelveheads x 1		Insurance	£6,000.00	£6,000.00	£6,000.00
Play Equipment	Sept.2001-Jan.2002	Recreation Ground		Actual Cost	£75,129.00	£75,129.00	£75,129.00
Play Equipment	Dec-18	Twelveheads		Actual Cost	£500.00	£500.00	£500.00
Play Equipment - New Roundabout	Jul-19	Chacewater		Actual Cost		£11,000.00	£11,000.00
Street Lights				Nominal	£1.00	£1.00	£1.00
Village BBQ	Oct-18	Recreation Ground		Actual Cost	£467.00	£467.00	£467.00
Village Fryer	Oct-18	Carleys Organics		Actual Cost	£164.00	£164.00	£164.00
WI Hall	Jan-20	Chacewater Car park		Insurance		£50,000.00	£50,000.00
<b>Office Equipment</b>							
Computer - Laptop	2016	Clerks Home			£600.00	£600.00	£600.00
Projector	2016	Chacewater Village Hall	2019		£500.00	£0.00	£0.00
Chain of Office 1934	Each bar £15 x 43 bars + £155 for chain	Parish Room		Insurance	£800.00	£800.00	£800.00
Printer	Dec-18	Clerks Home		Actual Cost	£169.00	£169.00	£169.00
<b>Car Park</b>							
Honesty Boxes		Car Park		Actual Cost	£400.00	£400.00	£400.00
Signage		Car Park		Actual Cost	£300.00	£300.00	£300.00
Notice Boards		Car Park		Actual Cost	£400.00	£400.00	£400.00
				<b>TOTALS</b>	<b>£295,433.00</b>	<b>£355,933.00</b>	<b>£356,933.00</b>