MINUTES OF MEETING OF FINANCE COMMITTEE
11 August 2025
10:00, Woolton Hill Church Hall

Chairman:	**Cllr Hurst (Chair)**
Present:	**Cllr Rand, Cllr Titcomb**
Clerk:	**Amy White**

1. **Welcome and apologies**
   Cllr Hurst welcomed everyone to the meeting.

2. **Review of Minutes of last Meeting**
   The Minutes of the meeting held on 22 April 2025 were agreed and signed by the Chair, Cllr Hurst.

3. **Actions arising from meeting held on 22 April 2025**
   No outstanding actions.

4. **2025/26 April – July summary**
   The summary is attached to the end of the Minutes. The committee agreed that the budgeting for FY 24/25 was well considered and managed.
   Current identified financial risks:
   - potential tree work required in parish field
   - Ongoing risk of ageing assets
   - Legal fees (land registry confirmation of EW recreation areas)

5. **Internal Audit**
   It was agreed that for future audit reports, the Clerk will advise the committee how the recommendations should be dealt with.
   Action: Clerk to amend Terms of Reference to reflect the update to audit processes once the internal report is received.
   There will be a full response to the audit report in the full council September Minutes.

6. **Just Giving/fund raising opportunities for parish councils**
   The committee discussed possibilities for other fundraising opportunities.

Platform	Parish Council Eligible?	Notes
JustGiving	✗ No	Requires charity registration or Gift Aid number; parish councils are not eligible.

Platform	Parish Council Eligible?	Notes
GoFundMe	❌ Not typically	A few parish councils have used it, but it's legally and procedurally unclear; not advised.
Crowdfunder	❌ No	Crowdfunder Local Action Fund explicitly excludes parish and town councils.
Indirect support	✅ Yes	Parish councils can **endorse, sponsor, or match-fund** campaigns run by eligible charities or community groups.

7. **Clerk salary- confirmation of NALC pay increase- to confirm and approve**
   The Clerk sent the NALC-agreed salary increase for 25/26 information to the committee in advance. The increase was approved and will be recommended to full council in September.

Next meeting: 13 October 2025.

East Woodhay Parish Council
Reserves Balance
2025-2026

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
Working Reserve	8,893.98	4,204.26			13,098.24
CIL	3,604.00	4,831.21			8,435.21
Scribbins	5,000.00				5,000.00
Meadowbrook	10,000.00				10,000.00
Total Earmarked	**27,497.98**	**9,035.47**			**36,533.45**
TOTAL RESERVE	**27,497.98**	**9,035.47**			**36,533.45**
GENERAL FUND					8,114.21
TOTAL FUNDS					44,647.66

East Woodhay Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Costs				21,372.00	6,589.76	14,782.24	14,782.24 (69%)
7	Clerk Expenses				200.00		200.00	200.00 (100%)
8	Subscriptions & Memberships				1,100.00	1,102.00	-2.00	-2.00 (-0%)
9	Insurance				2,000.00	1,451.20	548.80	548.80 (27%)
12	Training				300.00		300.00	300.00 (100%)
13	Audit & Professional Fees				650.00	320.00	330.00	330.00 (50%)
21	Litter Warden Expenses				420.00	140.00	280.00	280.00 (66%)
30	Chairman's Allowance				100.00	6.75	93.25	93.25 (93%)
34	Payroll Admin				240.00	100.00	140.00	140.00 (58%)
37	Accounting Software				410.00	136.00	274.00	274.00 (66%)
38	Website Admin				120.00	39.96	80.04	80.04 (66%)
40	Admin- Misc				400.00	409.18	-9.18	-9.18 (-2%)
48	Hall Hire				500.00	131.50	368.50	368.50 (73%)
49	Legal Fees				2,000.00		2,000.00	2,000.00 (100%)
50	WFH Expenses				320.00	104.00	216.00	216.00 (67%)
	SUB TOTAL				**30,132.00**	**10,530.35**	**19,601.65**	**19,601.65 (65%)**

Earmarked Reserves

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Working Reserve							(N/A)
35	CIL							(N/A)
41	Boardwalk Project							(N/A)
42	Scribbens							(N/A)
43	Meadowbrook S106							(N/A)
	SUB TOTAL							**(N/A)**

Maintenance

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	S.137							(N/A)
17	Playground Maintenance				3,000.00	2,958.61	41.39	41.39 (1%)
25	Misc. Maintenance				6,000.00	2,419.06	3,580.94	3,580.94 (59%)
26	Annual Maintenance Agreement				11,200.00	3,623.32	7,576.68	7,576.68 (67%)
27	Footpaths							(N/A)
28	Highways							(N/A)
29	Speed Indicator Placement				1,500.00	770.00	730.00	730.00 (48%)
31	CCTV Maintenance				650.00	600.00	50.00	50.00 (7%)
33	Tree Survey							(N/A)
36	Grants							(N/A)
51	S106 Spend					5,296.00	-5,296.00	-5,296.00 (N/A)
	SUB TOTAL				**22,350.00**	**15,666.99**	**6,683.01**	**6,683.01 (29%)**

East Woodhay Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

Planning

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
32	Planning				2,500.00		2,500.00	2,500.00	(100%)
	SUB TOTAL				**2,500.00**		**2,500.00**	**2,500.00**	**(100%)**

Receipts

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
1	Precept	44,550.00	22,275.00	-22,275.00				-22,275.00	(-50%)
3	Bank Interest	1,200.00		-1,200.00				-1,200.00	(-100%)
4	VAT Refund								(N/A)
5	Rental Income	693.00		-693.00				-693.00	(-100%)
22	Litter Warden Grant	7,734.00	7,733.44	-0.56				-0.56	(-0%)
23	CIL Grant	4,000.00	866.56	-3,133.44				-3,133.44	(-78%)
24	Grass Cutting Grant BDBC	2,100.00	2,072.84	-27.16				-27.16	(-1%)
44	County Councillor Grant								(N/A)
45	Grants- other								(N/A)
47	S106 Receipt		5,467.30	5,467.30				5,467.30	(N/A)
	SUB TOTAL	**60,277.00**	**38,415.14**	**-21,861.86**				**-21,861.86**	**(-36%)**

Summary

NET TOTAL	**60,277.00**	**38,415.14**	**-21,861.86**	**54,982.00**	**26,197.34**	**28,784.66**	**6,922.80**	**(6%)**
V.A.T.					3,237.03			
GROSS TOTAL		**38,415.14**			**29,434.37**			