

## STAUNTON ON WYE GROUP PARISH COUNCIL

16<sup>th</sup> June 2025

### FINANCIAL REPORT

#### 1. Balances and cash book

The current balance on the Lloyds account at 11<sup>th</sup> June 2025 was £13,793.72. Please see the cash book, attached, and bank reconciliation to 11<sup>th</sup> June 2025:

<b>Current Account</b>			
Opening Balance	01.04.25	£	8,561.39
	Plus receipts	£	5,640.00
	Less payments	-£	407.67
11/06/2025	Cash Book Closing Balance	£	13,793.72
11/06/2025	Bank Accounts (Deposit/ T1)	£	13,793.72

#### 2. VAT Reclaim

I am in the process of reclaiming £175.94 VAT paid for the 2024-25 financial year.

#### 3. Budget

It has not been possible to locate a budget for 2025-26, nor evidence of one having been agreed before the precept was set. Financial Regulations and logic require a budget to be agreed before a precept is set. Practically, the absence of a budget makes it impossible to authorise payments within budget lines between meetings (see paragraph 5 of this report): the Council would have to meet to authorise almost all payments. After consulting with the Chairman I have placed a draft budget on the agenda for this evening.

#### 4. Regular payments between meetings

Financial Regulation 6.6 reads: “For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.”

The Council is invited to authorise the following list:

Description	Frequency	Notes
Information Commissioner	Annual	£52.00
Yay VoIP for Defibrillator	Monthly	Direct debit £7.19 x 12
Clerk's salary	Monthly	As per contract
HMRC	Monthly	NI/PAYE as per P32 notice

## **5. Other payments between meetings**

I draw the Council's attention to the following paragraphs of the Financial Regulations:

*5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:*

- *the Clerk, under delegated authority, for any items below £500 excluding VAT.*
- *the Clerk, in consultation with the Chair of the Council for any items below £1,000 excluding VAT.*
- *the council for all items over £1,000;*

*Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.*

*6.8 The Clerk shall have delegated authority to authorise payments only in the following circumstances:*

- i. any payments of up to £500 excluding VAT, within an agreed budget.*
- ii. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.*
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.*

*Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.*

David Thame  
Clerk/Responsible Financial Officer

11 June 2025