



## Colnbrook with Poyle Parish Council

**Minutes of an Extraordinary meeting of the Parish Council  
23 January 2024.  
Meeting Commenced at 20:25**

### **Minutes for the meeting of the Parish**

Present: Councillors (Cllr) Rana (In the Chair), Bartlett, Bedi, Brenner, Buchannan, Evans, Gipps, Johns, Smith, Whitrod.

Officer Present: Locum Clerk

Apologies: Cllr. Alfred and Cllr. Raju

Members of the Public: 0

### Agenda

**1. Welcome**

**Cllr Rana welcomed everyone to the meeting.**

**2. Apologies: To receive and approve apologies for absence.**

Apologies had been received from Cllrs Alfred and Cllr Raju

**RESOLVED** to note the apologies.

**Note items 3-9 were deferred as this was an extraordinary meeting of the council.**

**3. Approve Minutes of the previous meeting: To receive approve and sign the minutes of the previous meeting.**

**4. Public Question Time (Max 15 mins)**

**5. To receive an update from the Services Committee**

**6. To receive an update from the Finance and Policy Committee**

**7. To approve the payment list (copy to follow)**

**8. Correspondence to the Chair**

**9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022-2023**

**a) To review and consider the report of the internal auditor**

The report of the internal auditor for the year ending 31 March 2023 was received and noted.  
**RESOLVED** that the Locum Clerk would ensure that the recommendations were implemented.

**b) To approve the annual governance statement**

RESOLVED to agree that the council would need to answer no to some of the assertions in the Annual Governance Statement as not all processes and deadlines had been adhered to in the financial year. The Locum Clerk will supply the external auditor with details of how recommendations from the Internal Audit would be implemented.

**c) To approve the annual accounting statement**

**RESOLVED to approve the accounting statement as detailed in appendix 1.**

**d) To confirm the dates for the exercise of public rights**

**RESOLVED to approve the dates for the exercise of public rights from the 5<sup>th</sup> February 2024 to the 15<sup>th</sup> March 2024.**

**10. To consider and approve the budget for 2024-025**

The Council gave detailed consideration to the budget and reviewed each item line by line. It was agreed that notice would be given on the office at Westfield Community Centre due to cost and usage. Careful consideration was given to the precept requirement for 2024-2025, following detailed discussion it was...

**RESOLVED to agree the budget as shown in appendix 2**

**11. 11 To consider and approve the Precept for 2024-2025**

**The council considered the level of precept required very carefully and tried to maintain the precept and a suitable level, whilst still balancing the budget and enabling the council to deliver projects such as the refurbishment of the play area.**

**Following detailed discussion the council...**

**RESOLVED to set the precept at £93,600 representing a 10% discount on the pre-covid level of £104,000.**

A household living in a property in council tax Band D would see an annual increase of £8.62 per annum (or 16p per week) those living in properties in bands A-C would see a smaller increase.

## ANNUAL RETURN

### -ACCOUNTING STATEMENT FOR THE YEAR ENDED 31 MARCH 2023

#### Colnbrook with Poyle Parish Council

#### SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Kate Houlihan

Date

23 01 2024

I confirm that these accounts are approved by the Council and recorded as council minute reference

23/01/24 /9c

Dated

23 01 2024

Signed on behalf of the above Council (Chair)

Naveed Rana

Date

23 01 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
<b>1</b> Balances brought forward	<b>232,123</b>	<b>235,043</b>	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
<b>2</b> (+) Precept or Rates and Levies	<b>103,000</b>	<b>76,441</b>	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3</b> (+) Total other receipts	<b>70</b>	<b>356</b>	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4</b> (-) Staff costs	<b>12,087</b>	<b>19,364</b>	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5</b> (-) Loan interest/capital repayments	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6</b> (-) All other payments	<b>88,063</b>	<b>71,906</b>	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7</b> (=) Balances carried forward	<b>235,043</b>	<b>220,570</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b> Total value of cash and short term investments	<b>231,444</b>	<b>205,871</b>	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
<b>9</b> Total fixed assets plus long term investments and assets	<b>0</b>	<b>0</b>	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
<b>10</b> Total borrowings	<b>0</b>	<b>0</b>	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

		Actual Year To Date 31 03 2023	Budget 2022_23	Draft Budget 2024_2025
100	<u>Income</u>			
1076	Precept	76,441	76,441	93600
1080	Bank Interest	262	0	1000
	Income :- Income	<b>76,703</b>	<b>76,441</b>	<b>94600</b>
200	<u>Administration</u>			
4000	Clerk & RFO SLA	10,684	15,600	17000
4010	Parish Office	4,919	3,215	0
4020	HMRC Tax/NI	3,761	0	0
	Administration :- Indirect Expenditure	<b>19,364</b>	<b>18,815</b>	<b>17000</b>
250	<u>Premises</u>			
4060	Hall Hire	492	960	1080
	<b>Net Expenditure</b>	<b>(492)</b>	<b>(960)</b>	<b>1080</b>
300	<u>Suppliers &amp; Services</u>			
4100	Grounds Maint & Inspections	9,278	9,285	11371.5
4105	Rec Repairs & Maint	17,986	5,000	5000
4115	Notice Boards	0	500	500
4120	Clock	1,726	1,000	1500
4125	Xmas Trees & Lights	12,182	15,000	15000
4130	Litter/Dog Bins	0	500	500
4135	Planters/Hanging Baskets	8,154	7,500	9062
	Suppliers & Services :- Indirect Expenditure	<b>49,326</b>	<b>38,785</b>	<b>42933.5</b>
400	<u>Establishment &amp; Expenses</u>			
4200	Telephone	0	120	120
4205	Postage, Stationery etc.	90	200	200
4210	Forum/Website/Newsletter	397	9,000	9000
4215	Insurance	2,795	1,300	1500
4220	Subscriptions	3,713	1,500	3500
4225	Cllr Reimbursement	305	250	250
4230	Civic & Community Hospitality	0	1,000	0
4235	Community Events	3,895	5,000	10000
4240	Chairman's Allowance	1,434	1,500	1500
4245	Audit Fees	860	650	650
4250	Election	0	3,000	3000
4255	Cllr Training	0	500	500
4260	Cllr Travel	0	100	100
	Establishment & Expenses :- Indirect Expenditure	<b>13,489</b>	<b>24,120</b>	<b>30320</b>
450	<u>Grants - Incl S137</u>			
4500	Section 137	0	3,000	3,000
	School Awards			1,200
4505	Grants/Donations	0	500	4,000
	Grants - Incl S137 :- Indirect Expenditure	<b>0</b>	<b>3,500</b>	<b>8,200</b>
500	<u>Other Expenses</u>			
	EMR		7500	
4605	CCTV/Security	0	7,500	
4610	Keep Britain Tidy	802	2,000	1,000
4999	Other Expenses/Jubilee	7,798	10,000	0
	Other Expenses :- Indirect Expenditure	<b>8,600</b>	<b>27,000</b>	<b>1,000</b>
	<b>Total Income</b>	<b>76,703</b>	<b>76,441</b>	<b>94,600</b>
	<b>Total Expenditure</b>	<b>91271</b>	<b>113180</b>	<b>100534</b>
			<b>Shortfall</b>	<b>-5,934</b>
		Reserves held 31 03 2023	Expected Reserves held 31 03 2024	
	<b>General Reserves</b>	<b>145975</b>	<b>67,782</b>	
	<b>EMR Heritage Projects</b>	<b>1</b>	<b>1</b>	
	<b>EMR Reserves (Play Area)</b>	<b>30,000</b>	<b>32,500</b>	
	<b>EMR Fire engine Fund</b>	<b>6,500</b>	<b>4,000</b>	
	<b>Community Hub</b>	<b>38,000</b>	<b>38,000</b>	
		<b>220,476</b>	<b>142,283</b>	