

Barkway Parish Council

Appendix A - To the Parish Council Meeting

held on Tuesday 10th June 2025

Notes from the meeting of the Finance Working Group

Held in the Community Room on Tuesday 3rd June at 7pm

1. Attendance:

Cllr. Bill Dennis

Cllr. Peter Baker

Clerk/RFO Catharine Toms

2. Apologies:

None

3. To check and agree bank balances as at 31st March 2025 – Sage Accounts reconciliation to bank statements and sign as verified

The Clerk/RFO provided members of the Group present with copies of the Sage reports for the Parish Council accounts and bank account statements. These were crossed checked and verified by Cllrs. as correct.

4. To verify closing bank balance on Annual Accounting Statements for 2024/25

The Clerk/RFO provided members of the Group present with copies of the completed Annual Accounting Statements for 2024/25 and Sage reports for the Parish Council accounts and bank account statements. These were crossed checked and verified by Cllrs. as correct.

5. To examine actual finances to 31st March 2025 and variance against budget 2024/25

Overall there was an underspend during the year of £26,000 against budget. This was mainly accounted for by an underspend on the Carriage Wash against budget of £25,000 due to a delay in the project through lack of additional funding.

There was a £3,900 overspend on the Neighbourhood Plan but this can be mainly offset by grants received.

The Pavilion was overspent by £1,500 and play area equipment repairs and maintenance was overspent by £2,000.

There was a £1,500 underspend on Village Events and an underspend of another £1,500 in contingency.

There was £5,029 spend on VAT - which will be reclaimed in 2025/26.

It was agreed that finances needed to be carefully monitored in 2025/26 to avoid any overspend which would erode a necessary adequate level of reserves.

6. To examine 2024/25 costs for the Pavilion and Recreation Ground and variance against budget 2024/25

The net cost of the Pavilion to 31st March 202 was £8,495 against a budget of £7,000. This overspend of £1,495 was mainly attributed to by an overspend on cleaning of £900 and the cost of installation of a base for a storage container of £600.

Cleaning costs would be monitored closely against bookings going forward, and if deemed necessary, to reduce the visits required.

Additional cost of pitch maintenance work during the year was covered by earnings from hire of pitches being £1,453 over budget.

Hiring of the community room was down this year. Thought to be given to means of increasing bookings.

7. To check and agree bank balances as at 31st March 2025 – Reading Room Accounts

The Clerk/RFO provided members of the Group present with copies of the Excel spreadsheet reports for the Reading Room accounts and bank account statements. These were crossed checked and verified by Cllrs. as correct.

The Reading Room bank balances had been eroded this year due to the major expenditure of installing the new disabled access path. This had gone over budget due to the discovery of an unexpected soakaway which had to be dealt with accordingly and the additional cost of the bricks requested by the Conservation Officer at North Herts Council. This meant that the budget to kit out the interior was much depleted. The Barkway Local History Group (BLHG) would be encouraged to source grant funding for their display boards. The Parish Council would also investigate possible grant funding avenues.

8. Any other business

None

9. Date of next meeting

TBA

The meeting closed at 6.35pm