

NORTH CLAINES PARISH COUNCIL FINANCE MEETING

Minutes of the meeting of the Parish Council of North Claines, which was held on Monday 13th April 18.00hrs at The Baptist Church prior to the Parish Council Meeting

Clerk; Mrs C. Shinner
Telephone; 0778 732 6707
Email; clerk@northclainesparishcouncil.gov.uk

The Old Library Centre
65 Ombersley Street East
Droitwich Spa
Worcestershire
WR9 8QS

- 1. Present** – Cllrs MF, SC and MC
- 2 There were no apologies for absence**
- 2. Declarations of Interest**
 - a) Register of interests; Councillors are reminded of the need to update their register of interests.
 - b) To declare any other Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
 - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.
Councillors who have declared an interest must leave the room for the relevant items as per the code of conduct and the North Claines Parish Council standing orders.
Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.
There were no declarations made.
- 3 To confirm the minutes of the last meeting of the Finance Committee February 10th, 2026**

These were signed as an accurate record of the meeting.
- 4 To examine the receipts and invoices against bank statements for the fourth quarter 2025-26**

A random selection of invoices were examined and found correct.
- 5 To examine and approve the bank reconciliations for the fourth quarter 2025-26**

These documents are available on the Parish Council website. These were examined and found to be accurate.
- 6 To examine the Budget v Actuals of the financial year 2025-2026.**

This document is available on the Parish Council website and was noted as correct. It was noted that expenditure on lighting, additional maintenance to contract and playground repairs had gone over their budgeted allocation, but that this was mainly one-off expenses to restore assets to a good condition. The overall annual expenditure was within the budget.

7 To examine the reserves/restricted funds of 2025-26.

Current reserves

To end Jan £50,513.02 in savings account

Also included within same account the restricted funds for Bull Meadow.

Restricted funds to date (within the reserves)

Bull Meadow. £9136

New Playground. 0

It was noted that at the end of March there was over £70,000 in the bank accounts in total and it was agreed to place an additional £5,000 within the reserves (savings account) for unexpected costs and to contribute towards funding towards a new play area on the Brum and costs a possible village hall.

8 To discuss the bank accounts for NCPC and the signature arrangements and to approve new online banking Councillors. Clerk to action this.

9 Future predicted expenditure to be discussed

- LEAP money from W/23/0132/OUT (130 homes Dilmore Lane) where playground money is to go to NCPC after Lioncourts suggested placement was refused under s106 is still to be confirmed.
- Severn Trent waste (FCC community action fund) to be applied to for funds for playground when a project is produced from the playground committee.
- It was noted that developments larger than 10 houses will have to contribute towards community facilities.

10 AGAR for 2025-2026

It was noted that the internal auditors report had not yet been received but the Council agreed that in their opinion the Annual Governance and Accounting statements were in order. The Clerk will submit this document with the Annual Internal Auditors Report to the Council at the next full parish council meeting for consideration and approval at that point.

11 Expenditure permitted under delegation scheme and to be made by the Clerk was discussed and the following regular payments for 2026-27 were approved.

Monthly

Vodafone Mobile phone contract monthly	Less than £30
Green Storage rental monthly	Less than £150
Top Cut monthly contract charge	£3624 plus 5%
HSBC bank charge monthly	Less than £10
Clerks Salary monthly as approved in March staffing committee	Confidential
Clerks Tax to HMRC monthly	Confidential
Clerks Pension monthly	Confidential
Top Cut additional to contract Parish Lengthsman charges	Less than £1500
Top Cut additional to contract extras	Less than £2000

Quarterly

N Power – Quarterly Charges for the lighting in the parish varies over the year and are taken by direct debit £1000-£1600
Droitwich RCVS Quarterly office charges up to £1100

Annually

Information Commissioners office annual charge up to £50
Campaign for protection of Rural England (optional) up to £70
Payments for servicing bins and dog waste bins.
AI Media payments for webhosting, support and SSI certificate Under £500

12 Matters of concern for Councillors to raise.

Nothing additional was raised and meeting was closed at 19.00

13 Next meeting

The finance meeting for the end of the financial year was scheduled for prior to the 6th July Parish Council meeting at 6pm.