

NORTH CLAINES PARISH COUNCIL FINANCE MEETING

Minutes of the meeting of the Parish Council of North Claines, which was held on Thursday 3rd September at The Baptist Church prior to the Parish Council Meeting

Clerk; Mrs C. Shinner
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The Old Library Centre
65 Ombersley Street East
Droitwich Spa
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WR9 8QS

- 1. Present –** Cllrs MF, SC, EJ and MC
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 April 13th, 2026**
These were signed as an accurate record of the meeting.
- 4 To examine the receipts and invoices against bank statements for the First quarter 2026-27 and against minutes.**
A random selection of invoices were examined and found correct. They were as follows;
Green self storage – invoice 6
Viking Office supplies – invoice 14
D Ackroyd – invoice 22
Vodafone – invoice 36
- 5 To examine and approve the bank reconciliations for the first quarter 2026-27**
These documents are available on the Parish Council website.
The bank reconciliation for May and June was checked.
- 6 To examine the Budget v Actuals of the financial year to date.**
This document is available on the Parish Council website.

This was examined and noted that there were increased costs on "other maintenance" mainly due to hedge cutting which is not included on the contract. It was agreed that the next 5 year contract would include as many extras as possible so that the Council can budget accordingly. The maintenance contract is due for renewal on 1st April 2027. The process will start in January 2027 and would be advertised on contract finder in February and appointed in March 2027.

7 To examine the reserves and address any concerns for the remaining period of 2025-26.

It was noted that the anticipated reserves at the end of the first 6 months would be in the region of £75,000

The Committee agreed that should the Council approve the proposals, that projects to rebuild the play shelter on the Brum, repair the surfacing to the entrance to Bull Meadow and to replace the roundabout on the Brum could go ahead at the current time which is anticipated to cost a maximum total of £35,000.

Repairs to the path at Bull Meadow can go ahead dependent on cost of contract approved.

The playground replacement needs careful consideration and budgeting over the next few years.

8 Examination and approval of pre-approved payments

The pre-approved payments were agreed as below.

Payee	reason	Amount max	frequency	type
Clerk	Salary	confidential	Monthly	BACS
Nest	Pension	confidential	Monthly	DD
HMRC	Tax and Ni	confidential	Monthly	BACS
Vodafone	Phone office	£30	Monthly	DD
ROSPA	Play inspections	£400	Annually	BACS
Wychavon DC	Bin emptying	£750	Monthly	BACS
Top Cut	Contract	£4000	Monthly	BACS
NPower	Lighting	£1500	Quarterly	BACS
Droitwich RCVS	Rent office	£1200	Quarterly	BACS
Stocknlock	storage	£150	Monthly	DD
Top Cut	Parish Lengthsman	£300	Monthly	BACS
Top Cut	Additional to contract	£1000	Monthly	BACS
Internal and external auditor	Audit	£500 per invoice	Annually	BACS

9 Internal auditor report 2025-26

It was noted that the internal auditor has suggested a few areas where NCPC could do better. These and the actions that NCPC is to take are listed as follows and relate to the internal auditor report.

B3- Payments need to be altered so that there are more signatories and also dual payment authority.

B4 - VAT repayments were noted as not received but have been submitted in May 2026 and received in June.

C3 - Standing orders and financial regulations were brought up to date at the May 2026 meeting and published accordingly.

All Councillors are to check that their register of interest is up to date.

D1 The finance meeting in October 2025 was inquorate as it was MF and SC as JR was unwell– Now we have MC and EJ on board, that should not happen.

The budget for 2026-27 was discussed at that meeting, but as the meeting was inquorate, this should have been minuted in the full Council minutes. This will be noted in the External Audit report by the auditors.

The current budget is available in the budget v actuals spreadsheet that is available online.

M2. This notes that the inspection dates for public rights 2024-25 were not minuted and whilst this is not imperative, this is recommended. The 2025-26 public rights were minuted in May 2026.

O – NCPC did not have an IT policy in 2025-26 – this was rectified in April 2026.

All Councillors will need to ensure they use their.gov.uk email address in future.

The Clerk is to review data protection and records retention policies.

10 AGAR submission for 2025-26

This has been submitted to the External Auditor – PKF LittleJohn and the closure of audit is expected by the end of September. It is anticipated that the auditor will comment on the budget as per D1 above, and the Committee was confident that this error will not be repeated in 2026-27.

11 Future predicted expenditure to be discussed

It was noted that the revised NALC salary scales had been received and that the Clerks pay would increase according to the national PayScale agreement. The Clerk is on salary scale point 37. This award will be backdated to 1st April 2026.

Cllr EJ noted that the confidential nature of the Clerks salary. It was noted that the annual amount paid to the Clerk was on the AGAR annually and that the staffing committee dealt with staffing matters.

12 New Signatories

It was agreed that the following signatories would be added to the Bank account signing mandates for HSBC

Elaine Johnstone

Megan Farmer

Michaela Challoner

Shaun Challoner

And the other signatories would be removed with the exception of Clare Shinner who is to remain.

13 Matters of concern for Councillors to raise.

There was nothing raised

End of the meeting.

Next meeting

The finance committee is to meet prior to the meeting on 5th October to examine the accounts for the second quarter of the Parish council (July to September incl)