

**SUBJECT:** FINANCE AND BUDGET 2025-2026

**REPORT TO:** BETCHTON PARISH COUNCIL

**DATE OF MEETING:** 3<sup>rd</sup> July 2025

**REPORTING OFFICER:** Parish Clerk and Responsible Financial Officer

## 1. TRANSACTIONS

To approve the following transactions, some of which may be made under the Financial Regulations.

PAYEE/PAYER	DETAILS	RECEIPT	PAYMENT
CHALC	Annual subscription		£216.45
M Clough	Reimbursement for laptop		£269.10
Davenport Accountants	Internal Audit		£136.50
HMRC	PAYE April		£44.00
M Clough	April Salary		£176.09
Unity Trust Bank	Monthly service charge		£6.00
M Clough	May Salary		£176.09
HMRC	PAYE May		£44.00
Unity Trust Bank	Monthly service charge		£6.00
HMRC	VAT Refund	£308.04	

## 2. APPROVAL OF PAYMENTS

To approve the following payments (please note that additional payments may need to be authorised that are received following the publication of the Agenda):-

PAYEE/PAYER	DETAILS	PAYMENT
M Clough	July Salary (13 hours @ £16.93 p/h)	Approx. £179.09
HMRC	PAYE July	Approx. £45.00
M Clough	August Salary (13 hours @ £16.93)	Approx £176.09
HMRC	PAYE August	Approx £45.00

## 3. BUDGET EXPENDITURE AT 25<sup>TH</sup> JUNE 2025

To approve the following Budget Head expenditure at 25<sup>th</sup> June 2025

Budget Head	Total	Budget Allocated	£ Difference
Salary (including HMRC PAYE Costs)	£440.18	£2,400.00	£1,959.82
Office Expenses	£269.10	£200.00	-£69.10
Insurance	£0.00	£350.00	£350.00
Information Commissioner	£0.00	£40.00	£40.00
Training	£0.00	£100.00	£100.00
Room Hire	£0.00	£120.00	£120.00
Poppies/Wreaths	£0.00	£130.00	£130.00
Community Projects	£0.00	£1,000.00	£1,000.00
Village Maintenance	£0.00	£150.00	£150.00
Website and Email	£0.00	£300.00	£300.00

Subscriptions	£216.45	£350.00	£133.55
Internal Audit	£136.50	£100.00	-£36.50
Contingency	£12.00	£500.00	£488.00
	£1,074.23	£5,740.00	£4,665.77

#### 4. EXPLANATION OF VARIANCES RECOMMENDATIONS

- (i) The Clerk requests a virement from the Subscription Budget to the Office Expenses Budget of £70.00, as there was an unanticipated spend for a laptop.
- (ii) The Clerk requests a virement from the Subscription Budget to the Internal Audit Budget of £36.50, as the internal audit cost was higher than budgeted.

#### 5. BANK RECONCILIATION AS AT 25<sup>TH</sup> JUNE 2025

<b>Bank Reconciliation 25th June 2025</b>	
<b>TILSTON PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2025</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 31st May 2025	£
Unity Current Account (20519047)	£8,422.49
Less: any unrepresented cheques	
Unity Current Account (20519047)	£0.00
Add: any unbanked cash	
Unity Current Account (20519047)	£308.04
<b>Net bank balances as at 25th June 2025</b>	<b>£8,730.53</b>
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>	
<b>CASH BOOK</b>	
Opening Balance (Total Current and Reserve Account)	
Unity Current Account (20519047) - 1st April 2025	£6,297.63
Add: Receipts in the year	
Unity Current Account (20519047)	£3,507.13
Less: Payments in the year	
Unity Current Account (20519047)	£1,074.23
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£8,730.53</b>

#### 6. UNITY TRUST BANK

To approve the removal of former Councillor, Avis Curwen, from the bank account, following the approval of Councillors Tapper and Thomson, as new signatories to the bank account.

## 6. BANK STATEMENTS UNITY TRUST BANK

- 30<sup>th</sup> April 2025

### Your Account Statement

Mrs Muna Clough  
Betchton Parish Council  
Peach Tree House  
Calveley Hall Lane  
Tarporley  
CW6 9LG



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Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

**Date:** 30/04/2025

**Account Name:** Betchton Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20519047

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

#### Contact Us

Call us: **0345 140 1000**

Email us: **us@unity.co.uk**

Visit us: **unity.co.uk**

#### Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2025		Balance brought forward	£0.00	£0.00	£6,297.63
04/04/2025	Credit	CHESHIRE EAST	£0.00	£2,870.00	£9,167.63
08/04/2025	Credit	Curwen Avis	£0.00	£329.09	£9,496.72
09/04/2025	Faster Payment Debit	B/P to: CHALC	£216.45	£0.00	£9,280.27

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
22/04/2025	Faster Payment Debit	B/P to: Muna Clough	£269.10	£0.00	£9,011.17
22/04/2025	Faster Payment Debit	B/P to: Davenport Account	£136.50	£0.00	£8,874.67
30/04/2025	Faster Payment Debit	B/P to: HMRC PAYE	£44.00	£0.00	£8,830.67
30/04/2025	Faster Payment Debit	B/P to: Muna Clough	£176.09	£0.00	£8,654.58
30/04/2025	Fee	Service Charge	£6.00	£0.00	£8,648.58

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- 31<sup>st</sup> May 2025

## Your Account Statement

Mrs Muna Clough  
Betchton Parish Council  
Peach Tree House  
Calveley Hall Lane  
Tarporey  
CW6 9LG



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Unity Trust Bank plc  
PO Box 7193  
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### Contact Us

- Call us: **0345 140 1000**
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](https://www.unity.co.uk)

### Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/04/2025		Balance brought forward	£0.00	£0.00	£8,648.58
30/05/2025	Faster Payment Debit	B/P to: HMRC PAYE	£44.00	£0.00	£8,604.58
30/05/2025	Faster Payment Debit	B/P to: Muna Clough	£176.09	£0.00	£8,428.49
31/05/2025	Fee	Service Charge	£6.00	£0.00	£8,422.49

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