



Members of Wiswell Parish Council are summoned to attend the **Annual Parish Meeting and Meeting of Electors** on Wednesday 8 May 2024, at Pendleton Village Hall, commencing at 6:00 pm.

**Members of the public are encouraged to attend.**

## Agenda

1. Apologies for absence.
2. Approve the minutes of the Annual Parish Meeting held on 9 May 2023.
3. Annual Report from the Chair.
4. Receive the Draft Financial Statements for the year ended 31 March 2024.
5. Items brought to the meeting by the Electors of Wiswell.
6. Open Forum.

*Michael Hill*

*Clerk and Responsible Financial Officer to Wiswell Parish Council.*



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## Parish Meeting – Draft Minutes

<b>Date:</b>	9 May 2023		
<b>Place:</b>	Pendleton Village Hall - Pendleton		
<b>Present:</b>	Councillors: S. Houghton (Chair) A. Scholfield, and J. Pursglove		
<b>In attendance:</b>	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle, Parishioner Maureen Robinson.		
<b>Meeting started:</b>	18:00	<b>Meeting closed:</b>	18:15

Minute Reference 230509/PM/

**1. APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

**2. APPROVE THE MINUTES OF THE PARISH MEETING HELD ON 10 MAY 2022.**

The minutes of the Parish Meeting were combined with the minutes of the Annual Meeting of the Parish Council which were held at the same time.

**3. ANNUAL REPORT FROM THE CHAIR.**

The Chair’s Report is attached to these minutes.

**4. DRAFT FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2023.**

The clerk updated members of the Council’s financial position for the 12 months to the end of March 2023 and the report was received.

**5. ITEMS BROUGHT FORWARD BY THE ELECTORS OF WISWELL.**

No items were brought forward.

**6. OPEN FORUM.**

A discussion took place regarding village activities. It was noted that the role of the Parish Council is to facilitate village activities and not to be the event organiser.

**Signed.**

**Date.**

## Agenda Item 3

# Annual Report from the Chair of Wiswell Parish Council, Councillor Stephen Houghton.



**The past 12 months have once again been a year of considerable activity within our village and for the Parish Council.**

A successful summer social was held to celebrate the Coronation of King Charles III, which was attended by more than 130 residents. Blessed with fine weather amidst a series of summer downpours, we were once again delighted to welcome 'The Alan Pursglove Experience' as the live band for the day. For the second year running the Parish Council are indebted to Paula and David Clemson for hosting the event in the gardens of Lantern Cottage and to Oakhill School for the loan of their trestle tables.

In June, residents gathered in Coronation Garden for a guided five-mile walk up to the quarry, along to the Nick of Pendle and back to the Freemasons for much needed refreshment via Wymondhouses and Cold Cote farm. Along the way sites of local historic significance were pointed out such as Baby Towers, the quarry, the coffin stone, lead mines and Wymondhouses. Amongst the group there seemed to be some traction for further group walks in the local area and if there was a demand that would be relatively straight forward to set up.

The Freemason's Quiz Night has become a very popular event with our most recent evening in March attracting over 50 local 'quizzers'. With particular thanks to Paul and Sue Marlow, our regular quiz masters' for running the event on behalf of the village and to the Freemasons for hosting and providing a tasty pie and peas supper.

We are also grateful to the Freemasons for providing a pie and peas supper following the annual carol singing event and for hosting both the ladies and gents Christmas dinners.

The Remembrance Sunday commemorations are always well attended. This year it was given added poignancy by the reading of two World War 1 poems by pupils from Oakhill School. In addition, the Parish Council purchased a 'Tommy Silhouette' from the British Legion which Helen Thornber kindly agreed to locate in her field opposite the War Memorial. It is the Parish Council's intention to display the 'Tommy' figure during the lead up to and the weeks following Remembrance Sunday.

2025 will be the centenary of our War Memorial's unveiling and the Parish Council are seeking external funding to clean the stonework and refresh the lettering on the commemorative plaque.

***Hot of the press....*** On April 9 the Parish Council received confirmation from Ribble Valley Borough Council that it had been successful in securing a significant amount of funding to revamp the area around Coronation Garden, including the opportunity to refurbish the phone box with shelving for a library facility. Thanks to Sarah, Sue, Maureen and Edmund for their advice and ideas, many of which were incorporated within the Council's funding submission.

For the first time this year we held a 'Village Elders Event' hosted by Michael and Councillor Oi Mei Wrightson with help from Councillor Sarah Clemson. We had a pleasant afternoon tea exchanging memories of village past times and shared old photos, stories and historic documents relating to Wiswell.

Several residents have commented positively on the Parish Council's bench renovation project over the summer of 2023. Under the supervision and experienced eye of Edmund Sandham we were able to repair and refurbish a total of five benches including the metal bench on Pendleton Road and the Druice Barlow Memorial Bench.

A few residents have registered their surprise at the 'hike' in their annual council tax contribution to Wiswell Parish Council (the parish precept). As I mentioned in my annual report last year, Wiswell is a small parish council, with a precept for 2024/25 of £9,167, it does however have similar fixed costs to parish councils with precepts of £30,000 to £40,000, and the fixed costs continue to rise.

For example, 85% of Wiswell's Parish Council's income is taken up with administrative costs (clerk salary, insurance, web site and email hosting etc.) compared to a larger adjacent parish council, where less than 50% of their income is spent on administration. Setting a lower precept would just cover the Parish Council's administrative costs, leaving very little money for improvement works in and around the village.

I can assure everybody that the Parish Council does its very best to complete tasks as cost effectively as possible and are always on the look-out for additional sources of revenue and last year secured funding for improving Coronation Garden.

As a Parish Council we can consider ourselves fortunate in having Mike Hill as our clerk. Mike often works well over his contracted hours; is ever mindful of the budgetary constraints we face as a small council and has been instrumental in securing additional resources and best value for money. In addition, we rely heavily on his experience and advice to ensure that we fulfill our statutory requirements to the best of our ability.

I would like to end my Annual Report with a few thanks. Firstly, to Paul Marlow, Mike Cavanagh and Sarah Yeowart (our Wiswell social group) who play a major role in organising village events. This often involves thankless hours in the Freemasons over hard earned liquid refreshments plotting and planning future escapades. We now have a separate Community Fund (ring fenced within the Parish Council's bank account) to support our work (but not our drinking).

I would also like to thank Sue Walmsley and Sarah Yeowart for their continued tending of Coronation Garden and the village flower troughs. In October 2023, they also coordinated a village bulb planting event. The fruits of their hard work were seen in terms of a colourful spring display at various locations in the village.

Thanks also to my Parish Council colleagues for all their support and particularly to Councillor Alan Scholfield, his unstinting work in asking Lancashire County Council to improve our roads and his coordination of the Lengthsman's Scheme, are just two of the contributions he makes to our community and finally, thanks to all our residents for their words of encouragement and support.

-oOo-

## Agenda Item 4

### **For Decision**



Meeting Date: 08/05/2024

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

#### **Purpose of the report:**

To seek approval of the accounts for the 2023/24 financial year.

#### **Recommendations:**

1. To approve the Report and specifically the:
2. Schedule of Payments.
3. Reconciliation of Receipts and Payments.

# Receipts for the period 1st April 2023 to 31st March 2024.

Bank		Income Streams					Totals	
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants		Sundry
11/04/2023	accy052286	Precept 2023/24	7,965.00					7,965.00
17/04/2023	accy052367	Coronation Grant			500.00			500.00
12/05/2023	3091401uu	LCC Bio-diversity Grant				300.00		300.00
27/09/2023		Residents Fund					543.65	543.65
10/11/2023	235618	LCC Bio-diversity Grant				300.00		300.00
13/12/2023	XXV126000100388	HMRC VTR		513.30				513.30
<b>Total:</b>			<b>7,965.00</b>	<b>513.30</b>	<b>500.00</b>	<b>600.00</b>	<b>543.65</b>	<b>10,121.95</b>

## Schedule of Payments for the period 1st April 2023 to 31st March 2024

DD = Direct Debit

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.				
03/04/23	Easy Websites					50.99						10.20	61.19
11/04/23	HMRC Cumbernauld		225.00										225.00
24/04/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
02/05/23	Easy Websites					50.99						10.20	61.19
12/05/23	AER Accountants (Annual Audit)						200.00						200.00
12/05/23	Clerk three months expenses			154.80									154.80
12/05/23	Alan Pursglove (Coronation Activities - Band)									300.00			300.00
12/05/23	Cllr. Wrightson (plants 8 Dianthus)							26.61				5.32	31.93
22/05/23	LALC Annual Subscripton									50.74			50.74
26/05/23	Paul Marlow (Coronation activities)									107.63			107.63
01/06/23	Easy Websites					50.99						10.20	61.19
13/06/23	Cllr. Houghton (Coronation gratuities)									37.97			37.97
13/06/23	Cllr. Houghton (varnish- bench 1)								19.17			3.83	23.00
30/06/23	Clerk three months salary	900.00											900.00
30/06/23	Unity Bank Service Charge (3 months) DD				18.00								18.00
03/07/23	Easy Websites					50.99						10.20	61.19
12/07/23	Clerk - three months expenses			129.80									129.80
12/07/23	Print consumables (ink cartridges)						54.13					10.82	64.95
12/07/23	Compensation for damaged loaned gazebo									170.00			170.00
14/07/23	HMRC Cumbernauld		225.00										225.00
24/07/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
25/07/23	Purchase of 'Tommy' silhouette									167.66		33.34	201.00
01/08/23	Easy Websites					50.99						10.20	61.19
04/08/23	Cllr. Houghton (varnish bench 2)								19.17			3.83	23.00
04/08/23	Parishoner S. Yeowart (plants)							13.32				2.66	15.98
11/08/23	Parishoner S. Walmsley (plants)							25.42				5.08	30.50



Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.				
11/08/23	Parishoner S. Yeowart (plants)							19.00					19.00
17/08/23	Parishoner S. Yeowart (bulbs)							117.68					117.68
17/08/23	Cllr. Houghton (sandpaper)								7.94				7.94
01/09/23	Easy Websites					50.99						10.20	61.19
28/09/23	Iron bench - refurbishment (Dawsons)								19.00				19.00
28/09/23	Iron bench - paint								20.00			4.00	24.00
29/09/23	Clerk three months salary	1,020.00											1,020.00
30/09/23	Unity Bank Service Charge (3 months) DD				18.00								18.00
02/10/23	Easy Websites					50.99						10.20	61.19
12/10/23	HMRC Cumbernauld	255.00											255.00
23/10/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
01/11/23	Easy Websites					50.99						10.20	61.19
14/11/23	LALC - Training						70.00						70.00
14/11/23	Cllr. Houghton (phone box) D Bryne and Co.								7.99				7.99
14/11/23	Clerk - three months expenses			161.00									161.00
14/11/23	Grit Bin (Screwfix)									179.30		35.70	215.00
14/11/23	Cllr. Wrightson (plants Bents)							24.92				4.98	29.90
14/11/23	SL Yeowart (plants Homebase)							6.67				1.32	7.99
15/11/23	Clear Insurance						516.84						516.84
01/12/23	Easy Websites					46.99						9.40	56.39
04/12/23	Cllr. Houghton Christmas tree									350.00			350.00
04/12/23	Alan Pursglove (Phone box repair Motorsavers)								5.83			1.16	6.99
29/12/23	Clerk - three months salary	990.10											990.10
31/12/23	Unity Bank Service Charge (3 months) DD				18.00								18.00
02/01/24	Easy Websites					50.79						10.16	60.95
15/01/24	HMRC Cumbernauld		247.40										247.40
24/01/24	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
29/01/24	Cllr. Scholfield (Christmas Festivities)									56.29			56.29

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.				
01/02/24	Easy Websites					50.79						10.16	60.95
23/02/24	ICO Data Protection						40.00						40.00
26/02/24	Clerk - Three months expenses			119.40									119.40
01/03/24	Easy Websites					50.79						10.16	60.95
08/03/24	Village Hall Hire						210.00						210.00
13/03/24	HR Partner (11083)						590.40						590.40
13/03/24	HR Partner (11081)						223.20						223.20
28/03/24	Clerk - three months salary	989.90											989.90
31/03/24	Unity Bank Service Charge (3 months) DD				18.00								18.00
	<b>TOTALS</b>	<b>4,155.00</b>	<b>697.40</b>	<b>565.00</b>	<b>183.00</b>	<b>607.28</b>	<b>1,904.57</b>	<b>233.62</b>	<b>99.10</b>	<b>1,419.59</b>	<b>0.00</b>	<b>255.72</b>	<b>10,120.28</b>

Check: 10,120.28

## Reconciliation of Receipts and Payments

	£
Balance brought forward at 1st April 2023:	6,007
Add total <b>receipts</b> for 2023/24:	10,122
Less total <b>payments</b> for 2023/24:	10,120
<b>Balance:</b>	<b>6,008.83</b>
	£
Unity Trust Bank Account - Balance at 31/03/24:	<b>6,008.83</b>

*If these two figures are different an explanation is required.*

# Comparisons as at 31/03/24

	FINAL ACCOUNTS 2022/23	AGREED BUDGET 2023/24	FINAL ACCOUNTS 2023/24
<b>INCOME</b>			
	£	£	£
RVBC Precept:	7,024	7,965	7,965
RVBC Concurrent Grant:		0	0
RVBC in Bloom Grant:	60	50	0
Other RVBC Grants:	0	0	0
RVBC Coronation Grant:	0	500	500
Other Grants:	0	0	600
HMRC VAT Refunds:	109	318	513
Sundry and Other Income:	243	0	0
<b>Residents Fund</b>	<b>0</b>	<b>0</b>	<b>544</b>
	<b>7,435.60</b>	<b>8,833</b>	<b>10,122</b>
<b>EXPENDITURE</b>			
<b>Staff Costs:</b>			
	£	£	£
Clerk's salary:	2,963	3,600	4,155
Home use, expenses and mileage:	293	604	565
HMRC:	516	900	697
	<b>3,772.01</b>	<b>5,104</b>	<b>5,417</b>
<b>Administration Expenses:</b>			
	£	£	£
Consumables (Ink and Paper etc):	86	100	54
Website hosting and emails:	902	735	607
Microsoft 365 Licence subscription:	0	200	0
Payroll and Bank Service Charges:	241	205	183
Other website expenses:	0	0	0
GDPR, IT set-aside:	40	40	40
Insurances:	382	400	517
Audit and legal fees	200	200	1,014
Room hire:	0	60	210
Training books etc:	0	0	70
	<b>1,851</b>	<b>1,940</b>	<b>2,694.85</b>
<b>Amenity Expenses:</b>			
	£	£	£
Grnd Maint. Parish lengthsman scheme:	0	500	0
Grnd. Maint. Coronation Garden:	230	250	234
Amenity Maint. Noticeboard and Benches:	0	200	85
Amenity Maint. Phonebox:	0	50	14
Other expenditure:	0	250	0
	<b>230</b>	<b>1,250</b>	<b>332.72</b>
<b>Sundry Expenses:</b>			
	£	£	£
Burial Committee precept:	74	0	0
LALC subscription:	55	51	51
CPRE subscription:	36	40	0
Best kept village:	0	20	0
Christmas tree:	0	350	350
Remembrance Sunday:	25	25	168
Contingency:	0	500	0
Other Sundry expenditure:	725	100	851
	<b>915</b>	<b>1,086</b>	<b>1,419.59</b>
<b>RESIDENTS FUND:</b>			
	£	£	£
Expenditure:	0	0	0
<b>VAT on Expenses to be Reclaimed:</b>	<b>318</b>	<b>300</b>	<b>255.72</b>
	£	£	£
<b>Total Expenditure:</b>	<b>7,087</b>	<b>9,680</b>	<b>10,120.28</b>
<b>SUMMARY:</b>			
	£	£	£
Income:	7,436	8,833	10,122
Expenditure:	(7,087)	(9,680)	(10,120)
	<b>349.07</b>	<b>(847)</b>	<b>1.67</b>
<b>BALANCE:</b>			
	£	£	£
Balance brought forward at 1 April:	5,514	5,514	6,007
Add surplus / less deficit from year:	493	(847)	1.67
Balance carried forward:	<b>6,007</b>	<b>4,667</b>	<b>6,008.83</b>

## Cash Flow for the period 1st April 2023 to 31st March 2024

Income 2023/24														
INCOME	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	7,965.00											7,965
2	RV in Bloom	RVBC Grant												0
3	HMRC VAT Return	VAT Repay								513.30				513
4	Concurrent Funding	RVBC Grant												0
5	RVBC Coronatiion Grant	RVBC Grant	500.00											500
6	Residents Fund	RF					543.65							544
7	Other funding	LCC		300.00					300.00					600
<b>Totals:</b>			<b>8,465.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>543.65</b>	<b>0.00</b>	<b>300.00</b>	<b>513.30</b>	<b>0.00</b>	<b>0.00</b>	<b>10,122</b>

Expenditure 2023/24														
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Easy Websites	Admin. Exp.	61.19	61.19	61.19	61.19	61.19	61.19	61.19	56.39	60.95	60.95	60.95	729
21	LALC Subs. & Training	Sundry Exp.		50.74					70.00					121
22	Coronation Celebration	Sundry Exp.		407.63	37.97									446
23	Accountant, Legal Fees	Admin. Exp.		200.00									813.60	1,014
24	Office Consumables	Admin. Exp.				64.95								65
25	Clerk Salary	Staff Costs			900.00		1,020.00			990.10			989.90	3,900
26	Defibrillator	Sundry Exp.												0
27	Unity Bank: Service Fee	Admin. Exp.			18.00		18.00			18.00			18.00	72
28	HMRC Income Tax	Staff Costs	225.00			225.00		255.00			247.40			952
29	PM+M Payroll services	Admin. Exp.	33.30			33.30		33.30			33.30			133
30	Countryside Charity	Sundry Exp.												0
31	Clerk Expenses	Staff Costs		154.80		129.80			161.00			119.40		565
32	Coronation Garden etc.	Amenity Exp.		31.92	23.00		214.10	43.00	37.90					350
33	Insurance	Admin. Exp.							516.84					517
34	Remembrance Sunday	Sundry Exp.				201.00								201
35	ICO GDPR Charge	Admin. Exp.										40.00		40
36	Phone Box/NB/Grit Bin	Sundry Exp.							222.99	6.99				230
37	Room Hire	Admin. Exp.											210.00	210
38	Lengthsman	Grnd Maint												0
39	Subscriptions	Sundry Exp.												0
40	Christmas Expenses	Sundry Exp.								350.00	56.29			406
41	Compensation: Gazebo	Sundry Exp.				170.00								170
<b>Totals:</b>			<b>319.49</b>	<b>906.28</b>	<b>1,040.16</b>	<b>885.24</b>	<b>275.29</b>	<b>1,142.19</b>	<b>349.49</b>	<b>1,069.92</b>	<b>1,421.48</b>	<b>397.94</b>	<b>2,092.45</b>	<b>10,120.28</b>

## 2023-2024 - Unity Trust Bank Statements

DETAILS	31/03/23	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward	6,951.16	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,345.70	10,747.16	10,397.67	9,627.75	8,719.57	8,321.63	8,101.28
Income	0.00	8,465.00	300.00	0.00	0.00	0.00	543.65	0.00	300.00	513.30	0.00	0.00	0.00
Expenditure	944.00	319.49	906.28	1,040.16	885.24	275.29	1,142.19	349.49	1,069.92	1,421.48	397.94	220.35	2,092.45
Closing/Interim Balance	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,345.70	10,747.16	10,397.67	9,627.75	8,719.57	8,321.63	8,101.28	6,008.83
Unity Bank Statements	<b>6,007.16</b>	<b>14,152.67</b>	<b>13,546.39</b>	<b>12,506.23</b>	<b>11,620.99</b>	<b>11,345.70</b>	<b>10,747.16</b>	<b>10,397.67</b>	<b>9,627.75</b>	<b>8,719.57</b>	<b>8,321.63</b>	<b>8,101.28</b>	<b>6,008.83</b>
<b>Statement Date:</b>		29/04/23	26/05/23	02/07/23	31/07/23	31/08/23	30/09/23	31/10/23	30/11/23	31/12/23	31/01/24	29/02/24	31/03/24

# Residents Fund

£

Total Fund

Gross Expenditure April 2023 to 31 March 2024:

Balance at 31/03/24:

## **Residents Fund (ring-fenced donation).**

At the 6 September 2023 Council Meeting:

RESOLVED THAT COUNCIL:

a. Subject to consultation with members of the Wiswell Social Committee regarding signing off expenditure, approved that the Wiswell Resident's Fund could be transferred into the Council's Unity Trust Bank Account as set out in the report.

b. Authorise the Clerk to make the necessary arrangements for the transfer and ring-fencing of the funds and the required changes to the Council's Finance Report.