



Members of Wiswell Parish Council are summoned to attend the **Annual Open Parish Meeting and Meeting of Electors** on Tuesday 9 May 2023, at Pendleton Village Hall -
Commencing at 6:00 pm.

Members of the public are welcome to attend.

Agenda

1. Apologies for absence.
2. No minutes were produced for the Annual Open Parish Meeting held on 10 May 2022 as the meeting was very short.
3. Annual Report from the Chair.
4. Receive the Draft Financial Statements for the year ended 31 March 2023.
5. Items brought to the meeting by the Electors of Wiswell.
6. Open Forum.

Mike Hill.

Clerk and Responsible Financial Officer to Wiswell Barrow Parish Council.

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Agenda Item 3

Wiswell PC Chairman's annual report 2023

The financial year ending March 2023 has again been a year of considerable activity within our village and I'm indebted to colleagues in the Parish Council, the wider community and our Parish Clerk for their hands on support and positive encouragement throughout the year.

Mike Hill (Parish Clerk) has just completed his first year with us. His deft guidance, gimlet eye for funding opportunities and a focus on actions to improve our community has been instrumental in moving us forward. Mike, with the support of councillors, is reconfiguring our web site to make it a better point of reference for all things village. Copies of minutes, papers and accounts can be found on the site along with photo galleries of village events. Further web site developments are planned.

One of our earliest tasks was to set up a social committee to explore the potential for an annual sequence of events that would provide opportunities for us to meet as a cohesive and inclusive community. We got off to a rip roaring start with a highly successful platinum jubilee celebration in June 2022 attended by over 120 people. This was followed by our annual Christmas Carol event and pie supper at The Freemasons in December, a ladies' and a men's Christmas dinner and a well-attended quiz night / pie supper in February 2023 again hosted by the Freemasons. Thanks to all residents for supporting us with their attendance at these functions and for their help with planning and preparation. A special thanks to Mike Cavanagh and Paul Marlow for their energy, enthusiasm and advice in planning (often over a few well-earned pints) and delivering these events and to Sarah Clemson and Oi Mei Wrightson for their help with publicity and communications.

We don't enjoy the benefits of a village hall as a focal point for the community and so big thanks to David and Paula for allowing us to use the gardens of Lantern Cottage for our summer events and to Steve Smith and the Freemason's staff for hosting some of our activities.

In relation to village amenities Sue Walmsley and Sarah Yeowart have taken on responsibility for Coronation Garden after many years of dedicated tending from Maureen Robinson, Jenny Scholfield and other helpers who have left such a fine legacy for us. We have reluctantly removed the old holly bush but have replaced it with a rowan tree which over time will provide an equally good source of berries for our bird population. We have also purchased a new Lancashire flag to add a bit of colour to the area. Our Union Jack flag will continue to be used for designated events such as Coronation weekend. Funding has been committed to pay for the internal painting of the telephone box with a view to reintroducing the library.

We have at last, through the good offices of United Utilities, installed our defibrillator on the side of the clean water pumping station on Moor Lane. The defib is checked on a ten day cycle by members of the PC.

We were pleased with the response and ideas generated by our village survey and are in the process of implementing an Action Plan to address some of the issues identified by you on which we think we can make a positive impact. Outcomes from the survey can be found on our web site.

I know that some residents have queried the rise in precept this year (monies from council tax directed to the work of our Parish Council). There are two principal reasons for this. Costs have risen and we are a small PC compared to the likes of Barrow and Whalley. We face the same fixed costs as larger PCs but with a lower amount of households to draw income from. Secondly, we are ambitious in terms of what we want to achieve for our community and this requires some expenditure. Our annual income is below £8k per year and averages out at about £57 per household per annum which we hope residents will consider represents good value. However, we promise that we will continue to keep costs as low as possible and access additional funding for projects wherever possible.

As Chair I am lucky to be able to call on the wise counsel and support of my vice chair Alan Scholfield. Alan's renowned attention to detail and knowledge on all matters relating to highways and planning has been invaluable in helping to address the concerns of residents over the years. In addition, he is our representative on the Whalley GS and burial committees as well as managing the lengthsman's programme (maintenance of hedges, grass areas within the village). We were delighted to welcome Judith Pursglove onto the council at the start of the year and to report that we now have a full complement of councillors following the recent appointment of Sarah Clemson and Oi Mei Wrightson. Oi Mei will continue to administer our neighbourhood watch programme.

We are never complacent and are always looking to improve on what we do. I know I speak on behalf of all councillors when I say that we are open to fresh ideas and advice. Please don't hesitate to speak to us or contact us via E mail or through our Clerk on the council web site. Furthermore, we always welcome members of the community to our meetings in Pendleton Village Hall. A full list of dates and times can be found on our noticeboard and web site.

Agenda Item 4



Meeting Date: 09/05/2023

Title: **Finance Report to 31/03/2023
End of the 2022/23 Financial Year**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position to the end of March 2023 and to seek approval of the accounts to that date.

Recommendations:

Approve the end of year financial report.

Receipts for the period 1st April 2022 to 31st March 2023.

Bank			Income Streams					
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	Totals
13/06/2022	comd32676	RV in Bloom			60.00			60.00
11/04/2022	accy030498	Precept 2022/23	7,024.00					7,024.00
05/07/2022	####100388	HMRC VTR		109.00				109.00
08/08/2022		Forbes (HMLR Refund)					40.00	40.00
10/10/2022	00009441	RVBC Concurrent Grant			144.00			144.00
10/11/2022		PM+M Solutions. Reimbursment - paid twice once by DD.					102.60	102.60
16/01/2023		From Cllr Scholfield (Barclays Bank complaint compensation)					100.00	100.00
Total:			7,024.00	109.00	204.00	0.00	242.60	7,579.60

Note:

The Switch from Barclays Bank to Unity Trust Bank occurred 17/08/22 = £11,092.97

Payments for the period 1st April 2022 to 31st March 2023

Dates		DD = Direct Debit. UTB = Unity Trust Bank		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Grounds Maint.	Amenity Maint.			
	01/04/22	DD	Easy Websites					26.00					5.20	31.20
	03/05/22	DD	Easy Websites					26.00					5.20	31.20
10/05/22	20/05/22	100977	Burial Committee Levy for 2021/22									74.00		74.00
	01/06/22	DD	Easy Websites					26.00					5.20	31.20
10/05/22	09/06/22	100978	LALC Subscription									54.78		54.78
13/06/22		100979	Void											-
	21/06/22	DD	Easy Websites (Initial set up)					500.00					100.00	600.00
13/06/22	24/06/22	100980	Paul Marlow Jubilee									139.09	27.80	166.89
13/06/22	24/06/22	100981	Paul Marlow (Jubilee Band)									250.00		250.00
	01/07/22	DD	Easy Websites					27.00					5.40	32.40
17/07/22		100982	Void											-
20/07/22		100983	Void											-
20/07/22	03/08/22	100984	AER Accountants						200.00					200.00
	01/08/22	DD	Easy Websites					27.00					5.40	32.40
27/07/22	02/08/22	100985	Clerk printer consumables				79.99						16.00	95.99
20/07/22	01/08/22	100986	Clr Houghton (Jubilee)									54.06		54.06
	01/09/22	UTB DD	Easy Websites					27.00					5.40	32.40
	28/09/22	UTB	Clerk Three Month Salary	1,163.25										1,163.25
	28/09/22	UTB	Purchase of pads for defibrilator									56.45	11.29	67.74
	30/09/22	UTB	Unity Bank service charge				6.65							6.65
	03/10/22	UTB DD	Easy Websites					27.00					5.40	32.40
	13/10/22	UTB	Clerk for purchase of defib lock									141.00	28.20	169.20
	19/10/22	UTB	HMRC (Income Tax)		290.60									290.60
	24/10/22	UTB DD	PM+M Solutions (payroll services)				85.50						17.10	102.60
	28/10/22	UTB	Countryside Charity									36.00		36.00
	01/11/22	UTB DD	Easy Websites					35.99					7.20	43.19

Dates		DD = Direct Debit. UTB = Unity Trust Bank		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Grounds Maint.	Amenity Maint.			
	04/11/22	UTB	Clerk Expenses			139.08								139.08
	04/11/22	UTB	PM+M Solutions (payroll services)				85.50						17.10	102.60
	07/11/22	UTB	Sue Walmsley (parishoner) plant containers							83.36				83.36
	07/11/22	UTB	Clr Scholfield purchase A5 paper				6.15							6.15
	15/11/22	UTB	BHIB Ltd. Insurance						381.54					381.54
	18/11/22	UTB	Lancashire Flag									76.95	15.00	91.95
	25/11/22	UTB	RBL Poppy Appeal									25.00		25.00
	01/12/22	UTB DD	Easy Websites					44.99					9.00	53.99
	05/12/22	UTB	Yeowart (parishoner) purchase of plants							33.10				33.10
	30/12/22	UTB	Clerk Three Month Salary	900.00										900.00
	31/12/22	UTB	Unity Bank service charge				18.00							18.00
	03/01/23	UTB DD	Easy Websites					44.99					9.00	53.99
	05/01/23	UTB	Clr Scholfield (Screwfix)									7.29		7.29
	05/01/23	UTB	HMRC (Income Tax)		225.00									225.00
	06/01/23	UTB	Clerk Expenses			154.08								154.08
	24/01/23	UTB	PM+M Solutions (payroll services)				27.75						5.55	33.30
	01/02/23	UTB	Easy Websites					44.99					9.00	53.99
	16/02/23	UTB	ICO GDPR (Clerk made payment from own card)						40.00					40.00
	24/02/23	UTB	S. Walmsley								54.00			54.00
	24/02/23	UTB	RS Houghton								33.97			33.97
	01/03/23	UTB DD	Easy Websites					44.99					9.00	53.99
	27/03/23	UTB	CP and SL Yeowart								26.00			26.00
	31/03/23	UTB	Clerk Three Month Salary	900.00										900.00
	31/03/23	UTB	Unity Bank Service Charge				18.00							18.00
TOTALS				2,963.25	515.60	293.16	327.54	901.95	621.54	116.46	113.97	914.62	318.44	7,086.53

7,086.53

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2022:	5,514	
Add total receipts to date:	7,580	
Less total payments to date:	-7,087	
Balance:	6,007	If these two figures are different an explanation is required.
	£	
Unity Trust Bank Account - Balance at 31/03/23:	6,007	

Comparisons as at 31/03/2023

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23	BUDGET vs ACTUAL DIFFERENCE
INCOME				
	£	£	£	£
RVBC Precept:	6,886	6,886	7,024.00	138
RVBC Concurrent Grant:	144	150	144.00	(6)
RVBC in Bloom Grant:	0	60	60.00	0
RVBC Grants (Finger Posts):	0	0	0.00	0
RVBC Jubilee Grant:	500	0	0.00	0
Contribution IT Equipment:	105	0	0.00	0
Pendle Partnership Grant:	470	470	0.00	(470)
HMRC VAT Refunds:	314	250	109.00	(141)
Barclays Compensation:	50	0	0.00	0
Sundry and Other Income:	0	0	242.60	243
	8,469	7,816	7,579.60	(236)
EXPENDITURE				
Staff Costs:				
	£	£	£	£
Clerk's salary:	2,353	4,500	2,963.25	(1,537)
Home use, expenses and mileage:	228	295	293.16	(2)
HMRC:	0	0	515.60	516
	2,581	4,795	3,772.01	(1,023)
Administration Expenses:				
	£	£	£	£
Consumables (Ink and Paper etc):	0	120	86.14	(34)
Website design and hosting:	108	140	901.95	761.95
Microsoft 365 Licence subscription:	0	200	0.00	(200)
Payroll and Bank Service Charges:	80	80	241.40	161.4
Other website expenses:	0	240	0.00	(240)
GDPR, IT set-aside:	0	290	40.00	(250)
Insurances:	218	220	381.54	161.54
Audit:	55	55	200.00	145
Room hire:	60	60	0.00	(60)
Training books etc:	50	100	0.00	(100)
	571	1,505	1,851.03	346.03
Amenity Expenses:				
	£	£	£	£
Parish lengthsman scheme:	500	500	0.00	(500)
Coronation Gardens ground maintenance:	121	400	230.43	(170)
Registration of Coronation Gardens:	0	0	0.00	0
Refurbishment Molly's Well:	470	0	0.00	0
Finger Posts	47	0	0.00	0
Welcome Trough:	35	0	0.00	0
	1,173	900	230	(670)
Sundry Expenses:				
	£	£	£	£
Burial Committee precept:	0	75	74.00	(1)
LALC subscription:	0	55	54.78	(0)
CPRE subscription:	36	40	36.00	(4)
Best kept village:	20	20	0.00	(20)
Christmas tree:	0	350	0.00	(350)
Remembrance Sunday - wreath:	20	25	25.00	0
Noticeboard:	0	0	0.00	0
Refurbish Telephone box:	210	200	0.00	(200)
Contingency:	0	500	0.00	(500)
Sundry expenditure:	0	100	724.84	625
	286	1,365	914.62	(450)
VAT on Expenses to be Reclaimed:	45	150	318.44	168.44
Total Expenditure:	2,075	3,770	7,086.53	3,317
SUMMARY:				
	£	£	£	£
Income:	8,469	7,816	7,579.60	(236)
Expenditure:	(2,075)	(3,770)	-7,086.53	(3,317)
	6,394	4,046	493.07	(3,553)
BALANCE:				
	£	£	£	
Balance brought forward at 1 April:	2,083	5,514	5,514.09	
Add surplus / less deficit from year:	3,431	4,046	493	
Balance carried forward:	5,514	9,560	6,007.16	