



ALDERLEY EDGE PARISH COUNCIL

Meeting of the Finance Committee to be held on Monday 15th April 2013

AGENDA

- 1. Apologies for absence.**
- 2. To receive disclosures of pecuniary and non-pecuniary interests from councillors on matters to be considered at the meeting.**

The disclosure must include the nature of the interest. If councillors become aware, during the course of a meeting, of an interest that has not been disclosed under this item they must immediately disclose it. Councillors may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the councillor's judgement of the public interest and it relates to a financial or regulatory matter.

- 3. Minutes of the meeting held on 14th January 2013.**
- 4. Matters arising.**
- 5. Recommendations for expenditure.**

a) To retrospectively approve the following items:	£
Pannone – for CEC legal fees regarding S106 agreement	960.00
PAR Landscapes	395.00

b) To consider any other recommendations/requests.

Town Centre Management	1250.00
Expenditure for S106 agreement (p.a. for five years)	1000.00
Additional legal costs relating to S106 agreement	unknown
Pannone re allotment leases	2410.00
Pannone re Festival Hall and Medical Centre	5684.00

- 6. To approve the Schedule of Items Paid.**
Please see pages 5 to 7 (of 8) of the enclosed summary.
- 7. To approve the Statement of Accounts.**
Please see pages 1 to 4 (of 8) of the enclosed summary.
- 8. To approve the Summary of Operations for the Festival Hall.**

Please see page 8 (of 8) of the enclosed summary.

- 9. To discuss the quotes to maintain the Christmas lights for another five years.**
- 10. To approve the updated Financial Regulations.**
- 11. To sign the S106 agreement relating to the Festival Hall.**
- 12. To agree in principle to sign a contract with ARCUS to project manage the Medical Centre project.**
- 13. To agree in principle to sign a contract with John Chapman to provide services relating to construction of the Medical Centre and refurbishment of the Festival Hall.**
- 14. Notices and Correspondence.**

None
- 15. Reports from Councillors.**

Anne Ross
Clerk to Alderley Edge Parish Council
April 2013

Statement of Accounts presented to Finance Meeting on 14 January 2013

ALDERLEY EDGE PARISH COUNCIL

Statement of Accounts: Covering Period 1st April 2012 to 31st March 2013

	Actual	Budget
	£	£
Receipts		
Precept	120,000.00	120,000.00
Bank Interest	87.95	60.00
Photocopy Sales	-	Nil
Festival Hall - Income	57,136.29	37,000.00
3P's leaflets	37.50	Nil
Xmas lights (note 4, page 3)	1,300.00	Nil
Other	5,050.01	Nil
VAT refund	6,869.49	Nil
Total Receipts	190,481.24	157,060.00
Payments		
Salaries (note1, page 3)	21,546.10	18,500.00
PCSO	11,800.00	11,800.00
Office equipment/assets	125.00	600.00
Audit	675.00	800.00
Insurance	1,375.32	1,450.00
Subscriptions/publications	134.00	195.00
Chairman's Evening	-	500.00
Chairman's Expenses	-	300.00
Festival Hall - Legal Costs	1,100.00	5,000.00
Festival hall - New Entrance	-	75,000.00
Festival Hall - Other Costs	1,931.46	5,000.00
Festival Hall - Operational Costs	96,048.59	70,000.00
Festival Hall - Roof Contingency	1,035.00	40,000.00
Loan Repayments	2,000.00	2,000.00
Honours Board	117.14	200.00
Street Lighting	-	4,000.00
Stationery and Printing	303.24	600.00
Telephone/Internet/Fax	636.72	700.00
Postage	272.50	250.00
Youth Club	-	2,000.00
Travel and Subsistence	162.70	50.00
Other Admin	412.55	2,000.00
Petty Cash	100.00	Nil
Communications/website	1,280.00	3,000.00
Homewatch	-	5,000.00
Education	-	200.00
Floral Displays (ex VEC - note 2, page 3)	1,207.50	3,000.00
Grants and Donations (note 3, page 3)	250.00	800.00
Contingency (note 5, page 3)	236.74	3,000.00
Section 137 (note 6, page 3)	1,019.50	Nil
Xmas Lights	2,230.93	1,000.00
Election Expenses	-	Nil
Earmarked Funds	-	Nil
Jubilee Celebrations	6,315.01	5,000.00
Medical Centre Project	960.00	Nil
Town Centre Management	1,250.00	Nil
Total Payments	154,525.00	261,945.00
Excess of Receipts over Payments	35,956.24	- 104,885.00
Opening Balance	129,182.06	129,182.06
Excess of receipts over payments	35,956.24	- 104,885.00
Closing Balance	165,138.30	24,297.06

Statement of Accounts presented to Finance Meeting on 14 January 2013

ALDERLEY EDGE PARISH COUNCIL

Statement of Accounts: Covering Period 1st April 2012 to 31st March 2013

Details

Note 1: Salaries	2012/2013	2011/2012
Net pay	9,660.10	3,561.45 Gross Pay
Tax & National Insurance	3,163.85	73.30 National Insurance
Local Gov Pension Scheme	4,264.78	615.87
Administration	206.75	

17,295.48

4,250.62

Due to the fact Cheshire East are no longer processing our salaries we have moved away from a system where we were invoiced 3 months in arrears to one where we are invoiced monthly. As a result the salaries for 2012/13 will include 15 months worth of salaries. (3 months from last year and 12 months from this year)

Note 2: Floral Displays (ex VEC)

Watering Baskets	
Flower Tubs (Summer)	575.00
Flower Tubs (Winter)	
Hanging Baskets	237.50
	812.50

Note 3: Grants. Donations

Alderley Edge Festival	
Royal British Legion	250.00
	250.00

Note 4: Lights - Receipts

Donations	300.00
CEC	1,000.00
	1,300.00

Note 5: Contingency

window cleaning	15.00
weedkiller	59.85
speed gun	149.00
protective clothing	12.89
	236.74

Note 6: Section 137

Bench	207.50
Plaque	32.00
work in the park	780.00
	1,019.50

Statement of Accounts: Covering Period 1st April 2012 to 31st March 2013

Summary of Number 2 Account (Parish Plan Steering Group)

Statement of Accounts presented to Finance Meeting on 14 January 2013

Receipts	Actual £	Budget £
Total Receipts	-	-
Payments		
Total Payments	-	-
Excess of Receipts over Payments	-	-
Opening Balance	145.63	
Excess of receipts over payments	-	
Closing Balance	145.63	

Statement of Accounts presented to Finance Meeting on 14 January 2013

ALDERLEY EDGE PARISH COUNCIL

Schedule of Items Paid: Covering Period 1st October 2012 to 31st December 2013

Via Bank Account

Date	Payee	Cheque No.	Gross	Net	VAT
January	Eurooffice	837	33.62	31.36	2.26
January	Sita	DDR	172.62	143.85	28.77
January	E. Jackson	838	297.50	297.50	
January	BT	DDR	100.76	83.97	16.79
January	Same Day Beers	DDR	1,222.18	1,222.18	
January	NEL Services Ltd	839	383.10	319.25	63.85
January	P&H House	840	280.72	280.72	
January	Barclays	DDR	5.35	5.35	
January	January Salaries	DDR	2,649.34	2,649.34	
January	Pension Contributions	DDR	903.73	903.73	
January	GR Bayley	841	546.04	455.03	91.01
January	Opus Energy	DDR	703.81	586.51	117.30
January	Chubb	842	47.47	39.56	7.91
January	Cutlers	843	62.88	52.40	10.48
January	BT	DDR	24.00	20.00	4.00
January	BT	DDR	39.50	32.92	6.58
January	PHS Group Plc	844	39.93	33.27	6.66
January	TV licence	845	145.50	145.50	
January	British Gas	846	399.00	332.50	66.50
January	Pannone	847	960.00	960.00	
January	Barclays	DDR	5.35	5.35	
January	Cheshire East - rates	DDR	1,031.00	1,031.00	
January	United Utilities	DDR	24.81	24.81	
January	Corona	DDR	848.24	706.87	141.37
February	E. Jackson	848	357.00	357.00	
February	Royal Mail	849	68.00	68.00	
February	Sita	DDR	172.62	143.85	28.77
February	Cheshire East - christmas trees	850	1,764.24	1,725.21	39.03
February	I. Norton	851	15.00	15.00	
February	Same Day Beers	DDR	393.49	393.49	
February	Argos	852	56.17	46.81	9.36
February	Argos	852	331.67	276.39	55.28
February	February Salaries	DDR	2,660.21	2,660.21	
February	Pension Contributions	DDR	903.72	903.72	
February	Opus Energy	DDR	562.04	468.37	93.67
February	BT	DDR	24.00	20.00	4.00
February	BT	DDR	80.84	67.37	13.47
February	Hertel	853	170.57	142.14	28.43
February	CEC	854	VOID		
February	BT	DDR	63.13	52.61	10.52
February	BT	DDR	112.28	93.57	18.71
February	BT	DDR	43.72	36.44	7.28
February	Corona	DDR	935.93	779.94	155.99
February	PAR Landscapes	855	472.00	395.00	77.00
February	Barclays	DDR	5.35	5.35	
February	Stephensons	856	203.80	169.83	33.97
February	Same Day Beers	DDR	144.61	144.61	
February	Cutlers	857	228.18	190.15	38.03
February	United Utilities	DDR	24.81	24.81	
March	Same Day Beers	DDR	736.04	736.04	
March	E. Jackson	858	255.00	255.00	
March	mh-p internet Ltd	859	126.00	105.00	21.00
March	Royal Mail	860	68.50	68.50	

Statement of Accounts presented to Finance Meeting on 14 January 2013

March	Eurooffice	861	46.44	45.37	1.07
March	Eurooffice	861	60.55	57.13	3.42
March	Eurooffice	861	50.77	50.77	
March	Eurooffice	861	88.86	81.16	7.70
March	Sita	DDR	172.62	143.85	28.77
March	Eurooffice	862	22.00	18.34	3.66
March	March Salaries	DDR	2,649.14	2,649.14	
March	Pension Contributions	DDR	903.73	903.73	
March	Tax & NI (4th quarter)	DDR	2,973.61	2,973.61	
March	Gas MK1 Ltd	863	75.00	75.00	
March	KA Accountancy Services	864	45.00	45.00	
March	BT	DDR	24.00	20.00	4.00
March	Opus Energy	DDR	567.82	473.18	94.64
March	Argos	866	87.49	72.91	14.58
March	Post Office (re CEC rates)	867	1,931.46	1,931.46	
March	BT	DDR	37.75	31.46	6.29
March	e.on electricity	868	127.72	127.72	
March	Corona	DDR	896.95	747.46	149.49
March	Giles Insurance Brokers	869	moved to April accounts		
March	Stephensons	870	143.64	119.69	23.95
March	Victoria Park	871	645.00	645.00	
March	Argos	872	57.81	48.19	9.62
March	Post Office (re CEC)	873	1,500.00	1,250.00	250.00
March	Cheshire Property Management	874	1,035.00	1,035.00	
March	E.Jackson	875	297.50	297.50	
March	United Utilities	DDR	24.81	24.81	

36,370.04	34,574.86	1,795.18
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Last reported cheque no. = 100836

Statement of Accounts presented to Finance Meeting on 14 January 2013

Via Bank Account (Number 2 Account)

Date	Payee	Cheque No.	Gross	Net	VAT
					-
					-
			-	-	-

Last reported cheque no. = 100027

Via Petty Cash

Date	Reason	Folio No.	Gross	Net	VAT
					-
					-
					-
					-
					-
			-	-	-

ALDERLEY EDGE PARISH COUNCIL

Summary of Festival Hall Operations: 1st April 2012 to 31st March 2013

	Actual £	Budget £
Receipts		
Lettings - Hall - Regular	11,828.00	11,000.00
Lettings - Hall - Casual	7,793.76	4,335.00
Lettings - Family History Society	Nil	Nil
Lettings - Masts	4,640.23	4,650.00
Sales - Refreshments	17,874.30	6,600.00
Dowry - Cheshire East Council	15,000.00	15,000.00
Car Park Takings	Nil	Nil
Other	Nil	Nil
Total Receipts	57,136.29	41,585.00
Payments		
Water	1,213.31	1,800.00
Gas	4,485.57	3,000.00
Electricity	5,275.64	4,600.00
Telephone Connections	1,406.77	1,304.00
Business Rates	10,305.00	10,500.00
Insurance	3,053.71	3,000.00
Salaries	43,471.10	22,238.00
Maintenance Checks	5,063.09	5,280.00
Repairs/Renewals	3,197.23	3,950.00
Waste Collection	2,077.78	930.00
Premises/PRS/Perf Rights Licence	727.20	692.00
Cleaning Costs	3,924.70	4,680.00
Floral Displays	270.00	350.00
Marketing	Nil	200.00
Capital Expenditure	Nil	Nil
Contingency	965.00	3,000.00
Other	1,487.93	1,036.00
Canteen Stocks	241.36	440.00
Bar Stocks	8,883.20	3,000.00
Legal Costs	1,100.00	5,000.00
Additional Rates	1,931.46	5,000.00
Roof Contingency	1,035.00	40,000.00
Total Payments	100,115.05	120,000.00
Excess of Receipts over Payments	-42,978.76	-78,415.00