



Broadbridge Heath Parish Council
Supporting Document for the
Finance & Establishment Committee
Meeting
28th April 2025

[Sharepoint link for supporting documents](#)

Item 6 – Finance Update

6.1 Vat submission Qtr3 and Qtr4.

The Vat reclaim 126 for month 7-12, as shared to Sharepoint, was submitted on 9th April.

6.2 The year end balance sheet has been shared to Sharepoint and the website.

6.3 Detailed Income and Expenditure report has been shared to Sharepoint and the website.

6.4 Review of Significant Variances

- a) Nominal ledger reports for any significant variances in the I&E will be uploaded to sharepoint.
- b) The Annual Return significant variances report forms part of the year end documentation. The Rialtas report is shared to Sharepoint.

The highlighted items will require explanations as part of the AGAR. This has not yet been completed, however the basic explanation for the income and expenditure variance is the Monster play area project in 2023/24.

6.5 Regular and statutory payments (Qtr4) for review will be presented for review at the meeting.

6.6 Year End Journals and Accruals

Journal reports as added to sharepoint:

1. Reversing Journal 127

Accrual for additional hours worked during March and annual leave/average pay payments in respect of financial year 2024/25.

2. Journal 129

Setup at year end 2023/24 due to the expected bank credit from BT for overpayment. This journal debits back to P&L to offset credits received from BT through 2024/25 invoices received.

3. Reversing Journal 131

Accrual for expected invoice for grounds maintenance works in March 2025.

4. Journal 128

This rectifies a rounding issue (15p).

5. Journal 130

On advice of Rialtas this journal released insurance creditor balance FY 2023/24, originally setup due to duplicate payment by the insurer. This was raised at the time with the insurer, requesting details to reimburse this, but no response was received.

6.7 Year End Reserves report has been shared to Sharepoint.

6.8 Annual Return Preparation

The Rialtas year end close down has been completed and reports have been prepared for the internal audit (date 15th April).

Annual return preparation is underway.

The AGAR forms and internal auditor report will be presented for the June PC meeting.

Item 7 – Bank Reconciliation

The year end bank reconciliation for all cashbooks will be circulated at the meeting.

Item 8 – Prepaid card

Further to the reconciliation of Cashbook 7 – Prepaid card – and evidence of expenditure, **authorisation to top the card up to £250 is requested.**

Item 9 –

Financial Regulations

The updated Model Financial Regulations have been shared to Sharepoint.

Members are asked to review only the amended regulations 5.4, 5.7 and 5.11 for updating the council's adopted Financial Regulations.

Model Standing Orders

The updated Model Standing Orders have been shared to Sharepoint.

Members are asked to review only the below amended items for updating the council's adopted Standing Orders.

NALC have updated as below:

We have updated [Model Standing Order \(England\) 18](#) to comply with new procurement legislation and ensure consistency with our [Model Financial Regulations](#). The changes are to 18.a.v, 18.c, 18.d, and 18.f. We've also updated [Model Standing Order \(England\) 14](#) to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. We have also changed the language in the document to gender-neutral terms to align with our policy and the [Civility and Respect Project](#).

Item 10.1 - Pre-transfer expenditure on WHG

The below table shows expenditure incurred prior to the transfers of any Wickhurst Green parcels, the date, payment reference, detail and amount.

Members are asked to consider if appropriate to transfer this expenditure from the commuted sum EMR to general reserves.

DATE	INVOICE REF	ITEM	AMOUNT
01/09/2021	OP688	Attenuation Survey	£895
28/05/2022	OP632	Tree Survey	£550
12/05/2024	OP025	Weed fabric allots SL6	£680
01/02/2025	OP206	Pegs Allots SL6	£34
07/10/2025	OP136	Tree Survey SL5	£675

Item 10.2 – Budgetary Considerations

To consider and agree and EMR provision in respect of the commuted sums associated with SL5, SL6 and SL9 and the additional remedial fund of £20,000.

Item 10.3 – Budgetary Considerations

The below table provides estimations for budget lines associated with annual maintenance and other management costs of SL5, SL6 and SL9.

	Proposed action	SL5	SL6	SL9
Full Indexed Commuted sum		£251,702.12	£63,501.92	£111,222.45
Annual draw down/contribution based on 20 yrs		£12,585.11	£3,175.10	£5,561.12
Less Estimated grounds maintenance – budget	Add budget	£1,550.00	£1,300.00	£500.00
Less Estimated Play Inspections – budget	Add budget	£200.00	/	£200.00
Less Estimated Bins – budget	Add budget	£350.00	/	£350.00
Less Asset repair/renewal budget	Add budget	£2,000.00	£1,000.00	£1,500.00
Less tree survey/works budget	Add budget	£3,000.00	£400.00	£500.00
Less potential Transfer to EMR build for play area replacement	To consider	£2,500.00		£2,000.00
Less potential Admin/Staffing – Transfer from EMR	To consider	£3,000.00	£1,000.00	£500.00
Less Allotment Water costs estimated	Add budget		£575.00	
Plus Allotment Rent income estimated	Add budget		£1,100.00	
Total		£12,600.00	£3,175.00	£5,550

Item 11 Investments

See Appendix for future investment considerations.

On consideration of item 10.3 budgetary and EMR considerations, and required funds for Year 1, members are requested to inform the Clerk (the council having previously delegated authority to the Clerk to make the transfer) on the appropriate sum (from the total commuted sum receipt, including the £20k remedial fund) to transfer to Nationwide Instant Saver account with immediate effect.

Item 12.1 – Asset Disposal

The year end Asset register can be viewed on the [website](#).

1. The streetlights installed on Broadbridge Way were already covered under the street furniture section of the policy - currently insured for £60,000 under this section.

2. The below listed assets are recommended for disposal:

7 x Lenovo Ideapads – line 33 – value - £1,521

2 x laptops; HP Laptop model 14-cm0506sa, Lenovo V110-15AST – Lines 34 - £350 and 36 £240.

Christmas lights – these were found to be faulty December 2024. - £105.

3. The below unlisted items are recommended for disposal

1 x HP Laserjet Pro MFP M148fdw (historic – not on register)

1 x Zoostorm server (historic - not on register)

1 x tablet Windows 10 (historic – not on register)

4. **The current Administrative Assistant laptop will no longer be supported from October 2025 and so quotes will be obtained for its replacement.**

Item 12.2 – Asset Register re-classification

Members are asked to consider a recommendation to amend the Risk and Asset Register to include only those assets with a value exceeding the insurance excess threshold of £250.

Item 13 – Weston Avenue Allotments

An Income and Expenditure report for Weston Avenue Allotments Year 1 (2022-23) has been shared to Sharepoint – showing the ‘income’ of the £5,500 remedial fund, and the expenditure for the year.

The £683 balance was moved to general reserves at the year end.

13.1 Reports of EMR movements for 2022/23; 2023/24 and 2024/25 have been shared to SharePoint.

The 2022/23 report shows initial expenses on acquisition of £221.67, spent from this EMR.

13.2 Income and Expenditure for 2024/25 for Weston Avenue Allotments has been shared to Sharepoint.

N.B. this details income from plot rent, and expenditure, but does not include the £2,250 annual draw down from the EMR to general reserves, so the £857 deficit should be offset from the commuted sum draw down. Also, there are regulations surrounding the notice period for any change to allotment rent, as can be viewed [here](#).

Item 14 – Establishment

14.1 – The Cricket Club survey, as previously circulated, has been added to Sharepoint.

Members are asked to consider next steps.

14.2 – The recently commissioned Parish Office Fire Safety Risk Assessment report has been shared to Sharepoint.

The recommended actions have been implemented, with the remaining outstanding items:

- Fire safety training has been arranged
- A policy is in progress
- A GEEP is in progress

14.3 The recently received Legionella Risk Assessment reports for the Parish Office, Cricket Club and Weston Avenue allotment site have been shared to Sharepoint.

The Weston Avenue risk assessment has been reviewed by the Allotment Sub-Committee.

Members are asked to consider to recommend to full council the adoption of the Parish office and Cricket Club legionella risk assessments to be added to the council's risk management scheme.

APPENDIX – INVESTMENT CONSIDERATIONS

The following details were generated from web searches.

Comparison of Investment Platforms for Parish Councils (April 2025)

This document provides an updated comparison of various investment platforms that may be considered by Parish Councils. It includes current interest rates or yields (where available), suitability for public sector investments, and key governance features.

Platform	Public Sector Friendly	FSCS Protected	Investment Options	Signatory/Admin Setup	Current Interest / Yield	Key Notes
CCLA Public Sector Deposit Fund	✔ Yes	✔ (via fund structure)	Money Market Fund	✔ Council-named, dual-authorised	4.4814% (as of 19 Mar 2025)	AAA-rated fund with daily liquidity, designed for public sector investors.
Unity Trust Bank	✔ Yes	✔	Fixed-term deposits, savings	✔ Dual login/signatory	Varies; contact bank	Ethical bank, ideal for short to medium-term investments.
United Trust Bank	✔ Yes	✔	Fixed-term bonds, ISAs	✔ Dual-authorised accounts	4.28% AER for 3-year Cash ISA Bond	Offers competitive fixed rates for councils with longer investment horizons.
King & Shaxson Ethical Investing	✔ Yes	✔ (via underlying funds)	Ethical model portfolios	✔ Council accounts	Varies by portfolio	Provides tailored ethical investment portfolios aligned with council values.
Hargreaves Lansdown	✘ No	✔ Up to £85k (cash), varies for	Stocks, funds, ETFs	👤 Personal login only	Varies; not specified	Not suitable for councils due to lack of public sector

		investmen t				governance features.
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Notes:

- Interest rates are subject to change; verify with providers before making decisions.
- Parish Councils must follow statutory investment guidance prioritising security, liquidity, and yield.
- Ensure dual-authorized access and audit trails for all council-held investments.