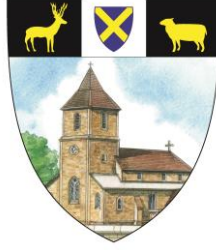


Sandridge Parish Council



Marshalswick Community Centre,
The Ridgeway, St.Albans,
Herts, AL4 9TU

Tel: 01727 831871

Email: clerk@sandridge-pc.gov.uk

27th May 2025

TO: Members of the Finance Committee
Councillors Leonard, Hale, Oakley, Lambert

You are summoned to attend a meeting of Sandridge Parish Council's Finance Committee, to be held at Marshalswick Community Centre on Monday 2nd June 2025 at 7.30pm

Simon Thwaites
Parish Clerk

To assist in the prompt dispatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

A G E N D A

- 1. To elect a Chair**
Members to vote on a Committee Chair. Please note, the Chair of this committee also sits on the HR Committee which normally meets once a year in Jan/Feb.
- 2. To elect a Vice Chair**
Members to vote on a Committee Vice Chair.
- 3. To receive and accept apologies for absence**
- 4. Disclosures of interest and dispensations**
 - a) To receive declarations of interest from councillors on items on the agenda
 - b) To receive written requests for dispensations for declarable interests; and
 - c) To grant any requests for dispensation as appropriate
- 5. To approve as a correct record the minutes of the meeting held on the 10th February 2025**
- 6. Terms of Reference.**
To review the Terms of Reference for this committee (copy attached).

7. 2024/25 Budgetary Control (outturn)

Attached is a budgetary control report showing outturn for 2024/25 (Appendix 1). Final net expenditure is £342,747 against an approved budget of £360,305. This gives a reduction on budgeted net expenditure of £17,559. Material variations in summary are shown in the right hand column but may be summarised as;

- Approved additional expenditure through the Sports and Recreation Committee, utilising the pump track reserve
- No new assets transferred from the District Council
- Increased Community Centre Income/understated budget

8. Reserves

To note and approve the attached table of earmarked and general reserves at year end.

9. Internal audit 2024/25

Attached is the 2024/25 year-end audit report and accompanying papers completed by Internal Audit Services (IAS Ltd). These consist of;

- The Internal Audit Analysis
- The Auditor's observations and the Clerk's responses
- The Auditor's covering letter

Also attached is the signed Internal Audit report (part of the Annual Governance and Accountability Return) in which no items have been raised as requiring The Council's attention. It is;

Recommended

That, subject to the above, this committee formally notes the audit report, recommending that Full Council does the same at its meeting on June 11th 2025.

10. 2024/25 Final Accounts and Annual Governance and Accountability Return (AGAR)

A set of Supporting Statements compiled by George Street Accountants, together with a copy of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2025 are enclosed. Also enclosed is a table of variations of outturn between 2023/24 and 2024/25 as required by the external auditor. It is;

Recommended

That members of this committee recommend to Full Council on June 11th 2025 that The Council acknowledges responsibility for ensuring there is a sound system of internal control, including the preparation of the Statement of Accounts, and to confirm that to the best of its knowledge and belief, with respect to the Council's Statement of Accounts for year ended 31st March 2025, the 2024/25 Annual Governance Statement should be approved and that the Chair and the Parish Clerk (as RFO) should sign Section 1 of the AGAR. It is further;

Recommended

That Members of this committee recommend to Full Council to confirm that to the best of its knowledge, the 2024/25 Accounting Statements contained in the Annual Return, plus the explanation of variances (enclosed) represent the financial position of the Council for the year ended 31st March 2025 and that the Parish Council Chair and the Parish Clerk (RFO) should each sign Section 2 of the AGAR.

11. The Exercise of Public Rights 2024/25

The Exercise of Public Rights, during which members of the parish are able to inspect the annual supporting statements (and Annual Return) and raise any issues of concern with the external auditor will run from the 13th June 2025 to 24th July 2025 in accordance with regulations. Full Council will be asked to formally note and approve this at the June meeting. A copy of the notice is attached.

12. Asset Register

It is an audit requirement for The Council to review any disposals or acquisitions from/to the asset register at year end. Attached is the Asset Register showing these items. Full Council will be asked to approve the register on 11th June 2025.

13. S.137 expenditure in 2024/25 – to note

Section 137 expenditure is permitted when no other spending power exists (for example S.112 Local Government Act - Power to employ staff). This Parish Council will use S.137 when no other spending power exists because it no longer holds the General Power of Competence. The maximum expenditure allowed under S.137 is calculated by the number of electors multiplied by the Government's published figure for 2024/25, i.e. $9,531 \times £10.81 = £103,030$. The Clerk will monitor expenditure to ensure the maximum under section 137 of the Local Government Act is not exceeded. Expenditure of this type is likely to originate from grant applications for activities outside those normally associated with local councils.

14. Matters of note

- Quarterly bank reconciliations have been signed off as required. It is a requirement of the Financial Regulations that this is noted by the committee.
- 50% of the parish precept was received on 18th April with the balance payable on 26th September 2025.
- The Parish Council has approved the engagement with Zurich Municipal to meet The Council's insurance requirements for the next three years.

15. Items for inclusion on the next agenda

DATE OF NEXT MEETING – Monday September 22nd 2025 at 7.30pm at Marshalswick Community Centre