



Meeting: Full Council

Date: 8th April 2025

Author: Town Clerk and Finance Officer

Subject: Year End Accounts Process, Urgent Matters, Payments List for April 2025

1.0 Purpose of the report

1.1 To provide a list of all payments that need to be approved. All invoices have been examined, verified and certified by the Town Clerk, in the capacity of Responsible Finance Officer. All invoices will be approved for payment by 2 councillors prior to payment being made from the council's bank account, which requires the authorisation of two nominated councillors.

3.0 Year End Accounts

3.1 The new financial year has started, and the staff need to close the finances of 2024 to 2025 and roll forward. Consequently, the bank reconciliation is delayed while some internal transactions (journals) are made, to align payments with the financial year (VAT Reclaim, Payment to HMRC and Avon Pension Fund, which are always in the following month) and some payments that were made in the year 2024/25 but are for events in 2025. As a result, the finances will be presented at the June 2025 meeting, along with a summary of budget versus expenditure report for year end. The council has an underspend and will need to create some new Earmarked Funds to hold surplus funds (as savings pots). Comprehensive reports will be provided.

3.2 It is a requirement that the accounts are presented in the Annual Governance and Accountability Return, following the internal audit. The following timetable will be applied.

Internal Audit	Wednesday 7 th May 2025
Reports to Finance and Administration Committee	Tuesday 3 rd June 2025
Full Council meeting to receive the internal auditors report and then to approve the Annual Governance Statement and Accounting statements within the Annual Governance and Accountability Return	Tuesday 10 th June 2025
Date of Announcement of Inspection Period to be published on website	Thursday 12 th June 2025
Inspection Period starts	Friday 13 th June 2025
End of Inspection Period	Thursday 24 th July 2025

2.0 Use of Urgent Matters

2.1 To note that authority was delegated to the town clerk at the last meeting to order a shipping container up to the value of £2,225 plus delivery, for locating in Kingswood

Park. After the meeting, it has transpired that the company is unable to deliver into the park, and thus additional transport costs would have been considerably more. An alternative was to purchase from one of the other companies that provided a quote, at the higher cost of £2,810, including transport costs. The town clerk sought authority from the Chair and Vice Chair to proceed with placing an order for an alternative shipping container and this was supported. Therefore to note that an order will be placed for the shipping container at a higher cost.

3.0 Payment List for March and April 2025 on page two

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4.0 Recommendation

- a. To note the year end process and timetable
- b. To note the increased cost of the shipping container.
- c. To approve expenditure and authorize payment from the council's bank account.

Payment List for March and April 2025

Company	Activity	VAT	Net	Gross	PO
ALCA	Planning Training March 2025 S Evans	£ -	£20.00	£20.00	135
Amazon	Easter Eggs prizes April 2025	£ 24.60	£122.96	£147.56	136
Amazon	Easter Eggs prizes April 2025	£ 21.87	£109.45	£131.32	136
Amazon	Stationery	£ 1.25	£6.20	£7.45	
Amazon	Stationery	£ 1.77	£8.84	£10.61	
VE80.com	VE Day lanterns x 2	£ -	£110.00	£110.00	137
Bristol Print Services	Easter Fliers and Survey	£ -	£110.00	£110.00	138
Clerk	Travel Exp March 2025	£ -	£313.20	£313.20	
Clerk	Equipment and Stationery	£ -	£86.49	£86.49	
Community Engagement Office	HP ink March 2025	£ 0.92	£4.57	£5.49	
Community Engagement Office	Amazon Event Products	£ 4.95	£24.74	£29.69	
Community Engagement Office	Amazon Event Products	£ 0.94	£4.73	£5.67	
Creative Youth Network	Wellbeing Support Grant	£ -	£7,685.33	£7,685.33	57
Creative Youth Network	Lead Youth Grant	£ -	£8,185.33	£8,185.33	57
Creative Youth Network	DORIS, We the 33 and Youth Voice Grant	£ -	£11,221.25	£11,221.25	57
Coles Cakes	Family Hub cake	£ -	£50.00	£50.00	140
Jo Jo Face Painting	Easter Event 16 April	£ -	£220.00	£220.00	139
DD to EE	Community Engagement Mobile Apr 25	£ 7.80	£39.00	£46.80	
The Bouncing Diary	Easter Bunny for event (deposit pd Jan 25)	£ -	£200.00	£200.00	94
The Park Centre	February 2025 meeting hire costs	£ -	£82.00	£82.00	
Liz Evans	Finance Support March 2025	£ -	£1,068.75	£1,068.75	
ALCA	Annual Membership 2025 to 2026	£ -	£3,236.18	£3,236.18	148
Our Lady of Lourdes Preschool	Community Grant	£ -	£0.00	£4,400.00	128
Bristol Print Services	VE Day posters	£ -	£20.00	£20.00	145
Amazon	Expenses Easter April 2025	£ 5.36	£26.80	£32.16	
Town Clerk	Travel Expenses March 2025	£ -	£0.00	£75.60	
Amazon	Expenses Diary April 2025	£ 2.92	£14.57	£17.49	142
Amazon	Expenses Ink April 2025	£ 1.65	£8.23	£9.88	142
Amazon	Expenses Easter eggs April 2025	£ 2.16	£10.82	£12.98	141
Town Clerk	Refreshments Claim (Family Hub) April 2025	£ -	£0.00	£70.32	
HP Ink Clerk	Ink for Town Clerk	£ 3.08	£15.41	£18.49	