

# Hargrave & Huxley Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2025 - 31st March 2026

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## Information included:

Bank Reconciliation (below)

Significant variances explanation

Explanation of High Reserves

Year End Accounts

Asset Register

Risk Assessment

## Chairman for Year 2025-26

Lorraine Sackett

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## CASH BOOK

|                         |                 |
|-------------------------|-----------------|
| Balance brought forward | £27,909         |
| PLUS: Receipts          | £10,745         |
| LESS: Payments          | <u>-£14,431</u> |
|                         | £24,222         |

## BANK

|                          |                |
|--------------------------|----------------|
| Barclays Current Account | £435           |
| Barclays Deposit Account | <u>£23,787</u> |
|                          | £24,222        |

**General Power of Competence:** The Council adopted the General Power of Competence at their Annual Meeting on 14th May 2023, Resolution 23/004, page 102 of the Minutes Book.

Parish Council Minutes are available at <https://hargravehuxleyparishcouncil.gov.uk/meetings>

## Explanation of variances – pro forma

Name of smaller authority: **Hargrave and Huxley Parish Council**  
County area (local councils and parish meetings only):

**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**

**Next, please provide full explanations, including numerical values, for the following that will be flagged in the**

|   | 2024-25<br>£ | 2025-26<br>£ | Variance<br>£ | Variance<br>% | Explanation<br>Required? | Automatic responses trigger below based on figures<br>input. <b>DO NOT OVERWRITE THESE BOXES</b> | Explanation from smaller authority (must include narrative<br>and supporting figures)  |
|---|--------------|--------------|---------------|---------------|--------------------------|--|--|
| 1 Balances Brought Forward                                | 30,669       | 27,909       |               |               |                          |  |  |
| 2 Precept or Rates and Levies                             | 6,057        | 6,360        | 303           | 5.00%         | NO                       |  |  |
| 3 Total Other Receipts                                    | 2,699        | 4,385        | 1,686         | 62%           | YES                      |  | Increase of £1,686 due to the following:-<br>Increase in payment received:<br>+ £142 - VAT Rebate<br>+ £217 - Churchyard Grant<br>+ £1983 - Other<br><b>TOTAL + £2,342</b><br><br>Decrease in payments received:<br>- £156 - Bank Interest<br>- £500 - Ward Members Grant Money<br><b>TOTAL - £656</b>   |
| 4 Staff Costs   | 4,437        | 4,297        | -140          | 3.15%         | NO                       |  |  |
| 5 Loan Interest/Capital Repayment                         | 0            | 0            | 0             | 0.00%         | NO                       |  |  |
| 6 All Other Payments                                      | 7,079        | 10,134       | 3,055         | 43.15%        | YES                      |  | Increase of £3,055 due to the following:-<br>Increase of expenditure due to:-<br>+£1,643 - Projects<br>+£1,491 - CIL Money<br>+£200 - VAT<br><b>TOTAL = + £3,334</b><br><br>Decrease in expenditure due to:-<br>- £126 - Professional Services<br>- £5 - General Services<br>- £129 - Administration<br>- £20 - S137 Money spent<br><b>TOTAL = -£280</b> |
| 7 Balances Carried Forward                                | 27,909       | 24,222       |               |               |                          |  | <b>VARIANCE EXPLANATION NOT REQUIRED</b><br><b>EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES</b>  |
| 8 Total Cash and Short Term Investments                   | 27,909       | 24,222       |               |               |                          |  | <b>VARIANCE EXPLANATION NOT REQUIRED</b>   |
| 9 Total Fixed Assets plus Other Long Term Investments and | 18,130       | 25,717       | 7,587         | 41.85%        | YES                      |  |  |
| 10 Total Borrowings                                       | 0            | 0            | 0             | 0.00%         | NO                       |  |  |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)**

## Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

|   | £    | £  |
|---|------|--|
| <b>Earmarked reserves:</b>                  |      |  |
| Reserve 1                                   | 2500 | Elections  |
| Reserve 2                                   | 3505 | Village Gates - 2022   |
| Reserve 3                                   | 7608 | <u>Earmarked Money</u>   |
| Reserve 4                                   | 100  | Community Infrastructure Levy                                      |
| Reserve 5                                   | 500  | <u>Maintenance Budget</u>  |
| Reserve 6                                   | 2000 | Wooden Sculptures  |
| Reserve 7                                   | 6500 | Defibrillator - replacement battery and pads                       |
|   |      | <u>Others</u>  |
|   |      | Donation towards Community Event/Project from UU one years precept |
|   |      | <hr/> 22,713   |
| <b>General reserve</b>                      | 1509 | General Reserves   |
|   |      | <hr/> 1509   |
| <b>Total reserves (must agree to Box 7)</b> |      | <hr/> <b>24222</b> <hr/>   |

Hargrave & Huxley Parish Council

Outturn 2025-26

Updated 01/04/2026

| Budget Element                              | Due Date Calc. % | Apr          | May          | Jun        | Jul        | Aug          | Sep          | Oct        | Nov        | Dec        | Jan          | Feb        | Mar          | Actual 2025-26 | Budget 2025-26       | Variance      | Commentary   |
|---|------------------|--------------|--------------|------------|------------|--------------|--------------|------------|------------|------------|--------------|------------|--------------|----------------|----------------------|---------------|--|
| <b>EXPENDITURE</b>                          |                  |              |              |            |            |              |              |            |            |            |              |            |              |                |                      |               |  |
| People                                      |                  |              |              |            |            |              |              |            |            |            |              |            |              |                |                      |               |  |
| Clerk & HMRC                                | Monthly          | 347          | 347          | 347        | 347        | 347          | 414          | 343        | 356        | 375        | 356          | 356        | 362          | 4,297          | 4,361                | 64            | Costs include VAT  |
| Professional service                        | Yearly           |              |              |            |            |              |              |            |            |            |              | 304        |              | 304            | 450                  | 146           |  |
| Insurance                                   | Yearly           |              | 57           |            |            |              |              |            |            |            |              | 304        |              | 57             | 50                   | -7            |  |
| Internal Audit                              | Yearly           |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 0                    | 0             | External Audit required if Income or Expenditure exceeds £25,000                 |
| External Audit                              | Monthly          |              |              |            |            |              |              | 124        | 21         |            |              |            |              | 224            | 182                  | -42           |  |
| Payroll Services                            | Yearly           |              |              | 79         |            |              |              |            |            |            |              |            |              |                |                      |               |  |
| General Services                            | Yearly           | 4            | 4            | 4          | 4          | 4            | 4            | 4          | 4          | 4          | 5            | 4          | 4            | 264            | 110                  | -154          | E20 - Woodpress Fees<br>E30 - Bidefender Annual Fee<br>E60 - Cloud Hoisting Plan |
| Admin/Website                               | Yearly           | 28           | 28           |            |            | 28           |              |            |            |            | 30           |            | 68           | 154            | 144                  | -10           |  |
| Bank Charges                                | Monthly          | 36           |              |            | 89         | 48           |              | 49         | 28         |            |              |            | 81           | 332            | 330                  | -2            |  |
| Room Hire                                   | Yearly           |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 50                   | 50            |  |
| Admin & Expenses                            | Yearly           | 72           | 161          |            | 25         |              |              |            |            |            |              |            | 55           | 152            | 150                  | -2            |  |
| Expenses                                    | Yearly           | 161          |              |            |            |              |              |            |            |            | 40           |            |              | 161            | 161                  | 0             |  |
| Chairman's Allowance                        | Yearly           | 8            |              |            | 47         |              |              |            |            |            |              |            |              | 8              | 30                   | 22            | E6 - Mid Chebick Sculpture<br>E22 - Local Council Direct                         |
| Training                                    | Yearly           |              |              |            |            |              |              |            |            |            |              |            |              | 47             | 35                   | -12           |  |
| CHALC Membership                            | Yearly           |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 0                    | 0             | No election costs for 2025-26  |
| SLCC Membership                             | Yearly           |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 0                    | 0             |  |
| Other Membership                            | Yearly           |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 0                    | 0             |  |
| Data Protection fee                         | 4 Yearly         |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 0                    | 0             |  |
| Elections                                   |                  |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 0                    | 0             |  |
| Projects                                    |                  |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 0                    | 0             |  |
| Defibrillator                               |                  |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 60                   | 60            | Replacement Pads   |
| Road Safety Measures                        |                  |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 0                    | 0             | Purchase of SD   |
| Community Clean-up                          |                  |              | 33           |            |            |              |              | 21         |            |            |              |            |              | 54             | 60                   | 6             |  |
| Street Furniture Maintenance                |                  |              |              |            |            | 14           |              |            |            |            |              |            |              | 14             | 150                  | 136           |  |
| British Legion Wreath                       |                  |              |              |            |            |              |              | 80         |            |            |              |            |              | 80             | 103                  | 23            |  |
| Ad Hoc Beneficial Items (S137)              |                  |              | 995          |            |            |              |              | 80         |            |            |              |            | 1,212        | 2,287          | 500                  | -1,787        |  |
| CIL Expenses                                |                  |              |              |            |            |              |              |            |            |            |              |            |              |                |                      |               |  |
| Maintenance of Kerbline and Footpath Huxley |                  |              | 210          |            | 210        |              |              |            |            |            |              |            |              | 420            | 550                  | 130           | Weed killing throughout the year and brushing of Footpaths on Huxley Lane.       |
| Other Projects                              |                  |              |              |            |            |              | 2,280        |            |            |            |              |            |              | 2,280          | 0                    | -2,280        |  |
| Bulb Planting                               |                  |              |              |            |            | 1,140        |              | 84         |            |            |              |            | 1,980        | 84             | 250                  | 166           | Defoliol, Snowdrop and Tulip planting  |
| Public Right of Way Upgrades                |                  |              |              |            |            |              |              |            |            |            |              |            |              | 3,120          | 2,952                | -168          | Installation of Kissing Gates to replace stiles                                  |
| Inflation %                                 |                  | 0            | 0            | 0          | 0          | 0            | 0            | 0          | 0          | 0          | 0            | 0          | 0            | 0              | 219                  | 219           |  |
| Contingency % of above                      |                  | 0            | 0            | 0          | 0          | 0            | 0            | 0          | 0          | 0          | 0            | 0          | 0            | 0              | 91                   | 91            |  |
| <b>TOTAL CASH OUT</b>                       |                  | <b>351</b>   | <b>1,971</b> | <b>430</b> | <b>697</b> | <b>1,530</b> | <b>2,774</b> | <b>556</b> | <b>531</b> | <b>379</b> | <b>783</b>   | <b>664</b> | <b>3,763</b> | <b>14,430</b>  | <b>11,088</b>        | <b>-3,342</b> |  |
| RECEIPTS                                    |                  |              |              |            |            |              |              |            |            |            |              |            |              |                |                      |               |  |
| Precept                                     |                  | 6,360        |              |            |            |              |              |            |            |            |              |            |              | 6,360          | 6,360                | 0             |  |
| Bank Interest                               | 0.80%            | 22           | 18           | 18         | 15         | 17           | 14           | 12         | 12         | 11         | 12           | 11         | 9            | 173            | 295                  | -122          |  |
| VAT recovery                                |                  | 115          |              |            |            |              |              |            |            |            |              |            | 825          | 940            | 450                  | 490           |  |
| CIL Money - taken from reserves             |                  |              |              |            |            | 3,420        |              |            |            |            |              |            | 1,650        | 5,070          | 0                    | 5,070         | CIL Money can only be used on Infrastructure Greenspaces etc                     |
| Money taken from Reserves                   |                  |              |              |            |            |              |              |            |            |            | 2,000        |            |              | 0              | 3,902                | -3,902        |  |
| Other                                       |                  |              |              |            |            |              |              | 60         |            |            |              |            | 1,212        | 3,272          | 78                   | 0             | Refund for Poppy Wreaths, donation towards Community events from SD              |
| <b>TOTAL INCOME</b>                         |                  | <b>6,497</b> | <b>18</b>    | <b>18</b>  | <b>15</b>  | <b>17</b>    | <b>3,434</b> | <b>72</b>  | <b>12</b>  | <b>11</b>  | <b>2,012</b> | <b>11</b>  | <b>3,696</b> | <b>15,815</b>  | <b>11,085</b>        | <b>1,535</b>  |  |
| Transaction Cash flow                       |                  | 4,782        | -544         | -283       | -437       | -283         | -309         | -400       | -283       | -283       | -452         | -283       | -732         | 1,385          | -3                   |               |  |
| <b>PROJECTS FROM RESERVES</b>               |                  |              |              |            |            |              |              |            |            |            |              |            |              |                |                      |               |  |
| Carry over of upto 1 year Precept           |                  |              |              |            |            |              |              |            |            |            |              |            |              | Actual         | Carryover to 2026-27 |               |  |
| Churchyard Grant                            | 6,000            |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 6,000                | 0             |  |
| Budget for Mid-term Elections               | 995              |              | 995          |            |            |              |              |            |            |            |              |            |              | 995            | 0                    | 0             |  |
| Village Gates                               | 2,500            |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 2,500                | 0             |  |
| Earmarked Money                             | 3,505            |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 3,505                | 0             |  |
| Community Infrastructure Levy               | 12,608           |              |              |            |            |              |              |            |            |            |              |            | 1,650        | 5,000          | 7,608                |               |  |
| Noticeboards                                | 2,000            |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 0                    | 0             |  |
| UU donation to Community Grants             | 2,000            |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 2,000                | 0             |  |
| Maintenance Budget                          | 100              |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 100                  | 0             | To re-route the wooden plagues   |
| Wooden Sculptures                           | 200              |              |              |            |            |              |              |            |            |            |              |            |              | 0              | 200                  | 0             | Replace battery  |
| Defibrillator                               | 29908            | 0            | 1,170        | 0          | 175        | 950          | 1,900        | 70         | 0          | 0          | 80           | 0          | 1,650        | 5,955          | 21,913               |               |  |

## HARGRAVE & HUXLEY PARISH COUNCIL FINANCIAL TRANSACTIONS 2025-26

| Statement Date | Description                | R      | MP  | People  | Professional Services | General Services | Admin   | Projects | Projects from reserves | CIL Money | VAT     | Receipts | Totals    | Bank Reconciliation | Comments                          | No |
|----------------|----------------------------|--------|-----|---------|-----------------------|------------------|---------|----------|------------------------|-----------|---------|----------|-----------|---------------------|-----------------------------------|----|
|                |                            |        |     |         |                       |                  |         |          |                        |           |         | RECEIPTS |           |                     |                                   |    |
|                | Payments                   |        |     |         |                       |                  |         |          |                        |           |         |          |           |                     |                                   |    |
| 04/04/2025     | HMIRC VTR                  | 25/014 | 176 |         |                       |                  |         |          |                        |           |         | 115.00   | 115.00    | £27,908.52          | Bank Balance at 1st April 2025    | 1  |
| 07/04/2025     | Cheshire West and Interest | 25/014 | 176 |         |                       |                  |         |          |                        |           |         | 6,360.00 | 6,360.00  | 28,023.52           | VAT Rebate for March 2025         | 2  |
| 09/04/2025     | Interest                   | 25/014 | 176 |         |                       |                  |         |          |                        |           |         | 22.04    | 6,382.04  | 34,383.52           | Precept for 2025-26               | 3  |
| 22/04/2025     | Service Charge             | 25/014 | 176 |         |                       | -4.25            |         |          |                        |           |         |          | -4.25     | 34,405.56           | Bank Interest for April           |    |
| 25/04/2025     | Mrs T Ryall-Harvey         | 25/014 | 176 | -347.01 |                       |                  |         |          |                        |           |         |          | -347.01   | 34,401.31           | Bank Charges                      |    |
| 06/05/2025     | C & A Nicholls             | 25/014 | 177 |         |                       |                  |         | -32.59   |                        |           |         |          | -32.59    | 34,054.30           | Clerk's Salary Tax Month 1        | 4  |
| 06/05/2025     | CHALC                      | 25/014 | 177 |         |                       |                  | -161.07 |          |                        |           |         |          | -161.07   | 33,860.64           | Refreshments for Community        | 5  |
| 06/05/2025     | Hargrave PCC               | 25/014 | 177 |         |                       |                  |         | -995.43  |                        |           |         |          | -995.43   | 32,865.21           | Affiliation Fees for 2025-26      | 6  |
| 06/05/2025     | Mid-Cheshire Footp         | 25/014 | 177 |         |                       |                  | -8.00   |          |                        |           |         |          | -8.00     | 32,857.21           | Churchyard Grant                  | 7  |
| 06/05/2025     | Mrs T Ryall-Harvey         | 25/014 | 177 |         |                       |                  | -111.70 |          |                        |           | -15.96  |          | -127.66   | 32,729.55           | Membership Renewal 2025/26        | 8  |
| 06/05/2025     | Mr P Sanders               | 25/014 | 177 |         |                       |                  | -57.00  |          |                        |           |         |          | -57.00    | 32,672.55           | Clerk's Expenses                  | 9  |
| 09/05/2025     | Interest                   | 25/025 | 182 |         |                       |                  |         |          |                        |           |         | 18.38    | 18.38     | 32,690.93           | Internal Auditor for 2024-25      | 10 |
| 19/05/2025     | P J Hellmers Ltd           | 25/025 | 183 |         |                       |                  |         |          |                        | -175.00   | -35.00  |          | -210.00   | 32,480.93           | Bank Interest for May             | 11 |
| 20/05/2025     | Hargrave PCC               | 25/025 | 183 |         |                       | -4.25            |         |          |                        |           |         |          | -4.25     | 32,476.68           | Maintenance Work on Huxley        | 12 |
| 23/05/2025     | Mrs T Ryall-Harvey         | 25/014 | 177 | -347.01 |                       | -28.00           |         |          |                        |           |         |          | -347.01   | 32,101.67           | Bank Charges                      | 13 |
| 06/06/2025     | PQR Limited                | 25/025 | 182 |         | -66.00                |                  |         |          |                        |           | -13.20  |          | -79.20    | 32,022.47           | Hall Hire for PC mtg              | 14 |
| 09/06/2025     | Interest                   | 25/025 | 182 |         |                       |                  |         |          |                        |           |         | 17.88    | 17.88     | 32,040.35           | Clerk's Salary Tax Month 2        | 15 |
| 17/06/2025     | Service Charge             | 25/025 | 183 |         |                       | -4.25            |         |          |                        |           |         |          | -4.25     | 32,036.10           | Payrolls Services for Q1 & Q2     | 16 |
| 25/06/2025     | Mrs T Ryall-Harvey         | 25/025 | 183 | -347.01 |                       |                  |         |          |                        |           |         |          | -347.01   | 31,689.09           | Bank Interest for June            | 17 |
| 07/07/2025     | Mrs T Ryall-Harvey         | 25/025 | 183 |         |                       |                  | -79.67  |          |                        |           | -9.54   |          | -89.21    | 31,599.88           | Clerk's Salary Tax Month 3        | 18 |
| 09/07/2025     | Interest                   | 25/032 | 187 |         |                       |                  |         |          |                        |           |         | 15.46    | 15.46     | 31,615.34           | Clerk's Expenses                  | 19 |
| 14/07/2025     | PJ Hellmers Ltd            | 25/032 | 187 |         |                       |                  |         |          |                        | -175.00   | -35.00  |          | -210.00   | 31,405.34           | Bank Interest for July            | 20 |
| 15/07/2025     | ICO                        | 25/032 | 187 |         |                       |                  | -47.00  |          |                        |           |         |          | -47.00    | 31,358.34           | Maintenance Work on Huxley        | 21 |
| 17/07/2025     | Service Charge             | 25/032 | 187 |         |                       | -4.25            |         |          |                        |           |         |          | -4.25     | 31,354.09           | Data Protection Subscription      | 22 |
| 25/07/2025     | Mrs T Ryall-Harvey         | 25/025 | 183 | -347.01 |                       |                  |         |          |                        |           |         |          | -347.01   | 31,007.08           | Bank Charges                      | 23 |
| 29/07/2025     | CHALC                      | 25/032 | 187 |         |                       |                  | -25.00  |          |                        |           |         |          | -25.00    | 30,982.08           | Clerk's Salary Tax Month 4        | 24 |
| 29/07/2025     | Mrs F Halton               | 25/032 | 187 |         |                       |                  |         | -11.64   |                        |           | -2.33   |          | -13.97    | 30,968.11           | New Members Training - Warf       | 25 |
| 11/08/2025     | Interest                   | 25/032 | 187 |         |                       |                  |         |          |                        |           |         | 17.02    | 17.02     | 30,985.13           | Timber Treatment for Bus She      | 26 |
| 13/08/2025     | P J Hellmers Ltd           | 25/032 | 187 |         |                       |                  |         |          |                        | -950.00   | -190.00 |          | -1,140.00 | 29,845.13           | Bank Interest for August          | 27 |
| 19/08/2025     | Service Charge             | 25/032 | 187 |         |                       | -4.25            |         |          |                        |           |         |          | -4.25     | 29,840.88           | Installation of Kissing Gates     | 28 |
| 26/08/2025     | Mrs T Ryall-Harvey         | 25/032 | 187 | -347.01 |                       |                  |         |          |                        |           |         |          | -347.01   | 29,493.87           | Bank Charges                      | 29 |
| 01/09/2025     | MarMax Products Li         | 25/032 | 187 |         |                       |                  |         |          |                        | -1,900.00 | -380.00 |          | -2,280.00 | 27,213.87           | Clerk's Salary Tax Month 5        | 30 |
| 09/09/2025     | Interest                   | 25/038 | 193 |         |                       |                  |         |          |                        |           |         | 14.35    | 14.35     | 27,228.22           | Noticeboard for Hargrave          | 31 |
| 10/09/2025     | Mrs T Ryall-Harvey         | 25/032 | 187 |         |                       |                  | -47.50  |          |                        |           | -0.60   |          | -48.10    | 27,180.12           | Bank Interest for Hargrave        | 32 |
| 10/09/2025     | Hargrave PCC               | 25/038 | 193 |         |                       | -28.00           |         |          |                        |           |         |          | -28.00    | 27,152.12           | Clerk's Expenses                  | 33 |
| 19/09/2025     | Service Charge             | 25/038 | 193 |         |                       | -4.25            |         |          |                        |           |         |          | -4.25     | 27,147.87           | Hall Hire for PC mtg              | 34 |
| 25/09/2025     | Mrs T Ryall-Harvey         | 25/032 | 187 | -413.61 |                       |                  |         |          |                        |           |         |          | -413.61   | 26,734.26           | Bank Charges                      | 35 |
| 08/10/2025     | Walkers Nurseries          | 25/038 | 193 |         |                       |                  |         |          |                        | -69.90    | -13.98  |          | -83.88    | 26,650.38           | Clerk's Salary Tax Month 6        | 36 |
| 08/10/2025     | PQR Limited                | 25/038 | 193 |         | -103.50               |                  |         |          |                        |           | -20.70  |          | -124.20   | 26,526.18           | Daffodils for Planting in village | 37 |
| 09/10/2025     | Interest                   | 25/038 | 193 |         |                       |                  |         |          |                        |           |         | 11.70    | 11.70     | 26,537.88           | Payroll Services for Oct 25 - M   | 38 |
| 17/10/2025     | Hargrave PCC               | 25/038 | 193 |         |                       |                  |         |          |                        |           |         | 60.00    | 60.00     | 26,597.88           | Bank Interest for October         | 39 |
| 20/10/2025     | Service Charges            | 25/038 | 193 |         |                       | -4.25            |         |          |                        |           |         |          | -4.25     | 26,593.63           | Bank Interest for September       | 40 |
| 27/10/2025     | Mrs T Ryall-Harvey         | 25/038 | 193 | -343.31 |                       |                  |         |          |                        |           |         |          | -343.31   | 26,250.32           | Contribution towards 3 x Popl     | 41 |
| 04/11/2025     | C & A Nicholls             | 25/038 | 193 |         |                       |                  |         | -20.95   |                        |           |         |          | -20.95    | 26,229.37           | Bank Charges                      | 42 |
| 04/11/2025     | Mrs T Ryall-Harvey         | 25/038 | 193 |         |                       |                  | -48.00  |          |                        |           | -1.24   |          | -49.24    | 26,180.13           | Clerk's Salary Tax Month 7        | 43 |
| 04/11/2025     | PQR Limited                | 25/038 | 193 |         | -17.50                |                  |         |          |                        |           | -3.50   |          | -21.00    | 26,159.13           | Refreshments for Community        | 44 |
| 10/11/2025     | Interest                   | 25/050 | 200 |         |                       |                  |         |          |                        |           |         | 12.48    | 12.48     | 26,171.61           | Clerk's Expenses                  | 45 |
| 11/11/2025     | 000001                     | 25/050 | 200 |         |                       |                  |         |          |                        |           |         |          | -80.00    | 26,091.61           | Payroll - Back Pay Calculation    | 46 |
| 20/11/2025     | Service Charges            | 25/050 | 200 |         |                       | -4.25            |         |          |                        |           | -3.33   |          | -4.25     | 26,087.36           | Bank Interest                     | 47 |
| 25/11/2025     | Mrs T Ryall-Harvey         | 25/038 | 193 | -355.91 |                       |                  |         |          |                        |           |         |          | -355.91   | 25,731.45           | Royal British Legion Poppy Wr     | 48 |
|                |                            |        |     |         |                       |                  |         |          |                        |           |         |          |           |                     | Bank Charges                      | 49 |
|                |                            |        |     |         |                       |                  |         |          |                        |           |         |          |           |                     | Clerk's Salary Tax Month 8        | 50 |



# HARGRAVE & HUXLEY PARISH COUNCIL

Parish Assets as at 01-03-2026  
Next Review Date: March 2027

## In Huxley area:-

| Item                             | Acquired | Location                           | Cost/Value (or Insured Value) | Date of disposal | Reason for disposal | Supplier                                      | Insured under    |
|----------------------------------|----------|------------------------------------|-------------------------------|------------------|---------------------|---|------------------|
| Noticeboard                      | Jun-22   | In Methodist Chapel churchyard     | £2,086.00                     | £2,086.00        |                     | Marmax Recycled Products                      | Street Furniture |
| Recycled Plastic Traditional Ben | Oct-24   | Outside of Huxley School           | £541.00                       | £541.00          |                     | Marmax Recycled Products                      | Street Furniture |
| Embroidered Parish Map           | Oct-00   | In Huxley Village Hall             | None                          | n/a              | n/a                 | Presented by Huxley & Hargrave W.I.           |                  |
| Huxley Village Sign              | 1970     | Opposite Methodist Chapel          | £400.00                       | £400.00          | n/a                 | Presented by Huxley & Hargrave W.I.           |                  |
| Wooden Carving                   | Nov-02   | In the Methodist chapel Churchyard |                               |                  |                     | Commissioner by Huxley Millennium Committee   |                  |
| Defibrillator                    | Oct-19   | Outside The Inn at Huxley          | £1,200.00                     | £1,000.00        |                     | Purchased by Hargrave & Huxley Parish Council | Defib Equipment  |
| Defibrillator Case               | Jun-20   | Outside The Inn at Huxley          | £436.00                       | £436.00          |                     | Purchased by Hargrave & Huxley Parish Council | Defib Equipment  |
| Speed Indicator Device Machine   | Dec-24   | Huxley                             | £3,442.15                     | £3,442.15        |                     | Purchased by Hargrave & Huxley Parish Council | Street Furniture |

## In Hargrave area:-

| Item  | Acquired         | Location                                    | Cost/Value (or Insured Value) | Date of disposal | Reason for disposal | Supplier  | Insured under    |
|---|------------------|---|-------------------------------|------------------|---------------------|---|------------------|
| Wooden bus shelter                            | Not Known        | Entrance to church car park, Hargrave       | £1,925.72                     | £2,359.86        | n/a                 | Not Known   | Street Furniture |
| <b>Noticeboard</b>                            | <b>Not Known</b> | <b>Bus shelter by church hall, Hargrave</b> | <b>£2,280.00</b>              | n/a              | n/a                 | Not Known   | Street Furniture |
| War Memorial                                  | Not Known        | Entrance to new cemetery                    | £2,282.75                     | £2,657.31        | n/a                 | Not Known   |                  |
| Phone Box                                     | Not Known        | Chapel Lane, Hargrave                       | £1,000.00                     | £1,000.00        | n/a                 | Adopted by Foulk Stapleford Parish Council                                    | Street Furniture |
| Embroidered parish map                        | Oct-00           | In Hargrave Village Hall                    | None                          | n/a              | n/a                 | Presented by Huxley & Hargrave W.I.   |                  |
| Wooden Carving                                |                  | Hargrave                                    |                               |                  |                     |   |                  |
| Defibrillator & Case                          | Not Known        | Outside Hargrave Village Hall               | £1,200.00                     | £1,200.00        |                     | Donated by PCC to the village - Manufactured 30/08/2016, installed 20/01/2017 | Defib Equipment  |
| Beacon  | Jun-22           | Hargrave Playing Field                      | £759.00                       | £1,062.60        |                     |   |                  |
| 1 x Kissing Gate & 2 x Spring Gate            | Nov-23           | FP15  | £1,026.00                     | £1,026.00        |                     | Centrewire  | Street Furniture |
| <b>11 x Kissing Gate</b>                      | Feb-26           | Huxley FP 4,5,6, 11 & 19                    | £4,808.00                     | £4,808.00        |                     | Grant received via CWAC for the Kissing Gates                                 | Street Furniture |
| <b>1 x Kissing Gate &amp; 1 x 2 in 1 Gate</b> | Aug-25           | Church Lane                                 | £1,068.00                     | £1,068.00        |                     | Kissing Gates donated by CWAC   | Street Furniture |
| <b>General:-</b>                              |                  |   |                               |                  |                     |   |                  |
| Item  | Acquired         | Location                                    | Cost/Value (or Insured Value) | Date of disposal | Reason for disposal | Supplier  | Insured under    |
| Lenovo Laptop                                 | Feb-19           | Clerks Possession                           | 350                           | 350              | n/a                 | E Buyer   | Office Equipment |
|   |                  |   | £24,804.62                    | £25,716.92       |                     |   |                  |

# HARGRAVE & HUXLEY PARISH COUNCIL

## Risk Assessment - 2026

| Administration Topic                      | Risk Identified  | Level            | Management of risk   | Action   |
|---|--|------------------|--|--|
| Legal Powers                              | Ensure Council is acting legally including payments.                         | M                | Councillors to be aware of Council's legal powers. Powers to be listed on accounts.  |  |
| Minutes                                   | Accurate & Legal Loss  | L                | Approved at following meeting Copy of minutes to be retained & on website Completed minutes books to be archived   | Minutes to be backed up onto website   |
| Financial Records                         | Adequate   | L                | Accounts approved by council regularly & minuted.  | Subject to internal audit Internal Audit annually –March/April Budget Review 6 monthly |
| Members Interests                         | Conflict of Interests  | L                | All councillors to receive code of conduct training. All councillors to complete register of interests and to keep up to date. Interests to be declared and minuted. |  |
| Staff                                     | Loss key personnel   | L                | Hours, health/long term illness, training, resignation. Monitor and manage as appropriate.   | Annual review –January   |
| Loss of Property                          | Fraud by Staff<br>Due to critical damage or third party performance          | L                | Fidelity guarantee value set at appropriate level<br>Review adequacy of Insurance Cover Annual   | Annual review –March/April (for Audit)<br>Review - February                            |
| Assets & Maintenance                      | Assets valued correctly<br>Damage to third party L M                         | L<br>M           | Annual inspection Review adequacy of Insurance Cover Adequate public liability insurance   | Annual review –Feb<br>Review – Feb   |
| Risk Assessment                           | Risk Assessment adequate, amended to take in account changes in circumstance | L                | Annual review by council & internal auditor.   | April as part of the internal audit and reviewed by Council at May Meeting             |
| <b>FINANCIAL</b>                          |  |                  |  |  |
| Precept yearly review of budget to actual | Legal Process<br>Not submitted<br>Not paid by LA<br>Adequacy of Funding      | L<br>L<br>L<br>M | Resolution to be minuted.<br>RFO to submit and obtain proof of receipt<br>Confirmation of payment to be obtained<br>Half yearly review budget to actual              | Annual –January<br>Annual –April<br>Annual<br>September                                |
| Other income                              | Cash handling & banking  | L                | No cash handling   |  |

|                                      |  |   |  |  |
|--------------------------------------|--|---|--|--|
| Grants                               | Making applications on behalf of the Parish Council                | L | RFO to monitor   | As required  |
| Grants & Donations (making payments) | No power to pay.   | L | Payments to be agreed by resolution of council.  | As required  |
| Salaries                             | Wrong salary / hours / rate paid                                   | L | Salary rate agreed, hours to be approved by council  | Review & agree at May Mtg  |
| Direct Costs & Overhead expenses     | Wrong deductions –NI & Income Tax                                  | L | Check to PAYE Calculations.  | Internal Audit annually –April/May   |
|                                      | Goods not supplied to Council                                      | M | Follow up on all orders by RFO   |  |
| Election                             | Invoice incorrectly calculated or recorded& correct Payments made. | L | All payments/invoices to be confirmed/checked by minimum two councillors by email or signed invoice & checked against statements by RFO. Cheque payments –2 signatures & stub to signed. | Councillors to check payments against statements& printed confirmations at each meeting. |
|                                      | Costs  | L | Where no invoice exists (donations/grants) recipient to sign receipt of payment slip.  |  |
|                                      | Inadequate resources to pay for election.                          | L | Quarterly review of budget   |  |
| VAT                                  | VAT analysis   | L | Vat receipts to be request and filed.<br>Vat to be listed on accounts.   | Vat claimed annually by RFO<br>Internal Audit annually –March/April                      |
|                                      | Claimed within time limits   | L |  |  |
| Reserves – General & Earmarked       | Adequacy   | L | Consider at Budget setting and as part of half yearly review of budget.  | Annual –September<br>Annual January.   |

### Adopted 12<sup>th</sup> May 2019 –Chairperson Cllr O De Braekeleer

Reviewed and agreed - March 2020

Reviewed and agreed – March 2021

Reviewed and agreed – March 2022

Reviewed and agreed – March 2023

Reviewed and agreed – March 2024

Reviewed and agreed – March 2025

**Reviewed and agreed – March 2026**

**To be next reviewed March 2027**