

**Pilling Parish Council**  
**Finance Committee Meeting Minutes**  
**Held on Wednesday 16<sup>th</sup> April 2025**  
**at 10.30 am.**



*Present:* J. Savage, Chairman,  
Mrs. E. Cookson,  
S. Phillpotts,  
A. Whiteside  
N Cookson  
Julia Brewer, Clerk to the Parish Council

**1. Apologies**

No apologies for this meeting

**2. Declaration of Interests**

There were no declarations made at this meeting.

**3. Minutes of the last meeting**

*Resolved; The minutes of the last meeting, held on 29<sup>th</sup> January 2025, having been circulated were agreed and signed as a true record.*

**4. Public Participation**

There were no members of the public present.

**5. Fourth Quarter Accounts**

Councillors scrutinised and checked receipts and payments in the cash books against the invoices and bank statements for the period January 2025 to March 2025.

*Resolved: Documents checked and accepted by the Committee.*

Copies of the bank reconciliation and budget monitoring statements to 31 March 2025 had been circulated in advance of the meeting, as well as account statements for the following:

Pilling in Bloom  
Village Hall Loan

Afternoon Tea Party  
Community Wellness

Pilling Community Action

It was noted that there was a slight variance of £2.83 on the accounts due to an underpayment taken by Lancashire County Council Pensions against previous variance of 20p in staff salaries.

*Resolved: Documents received and accepted by the Committee.*

**6. Asset Register**

A copy of the updated Assets Register had been circulated with the agenda for the meeting.

*Resolved: Committee received and accepted the updated Assets Register.*

**Finance Committee**  
**Cllr. Mrs. E. Cookson, Cllr. S. Phillpotts, Cllr. J. Savage and Cllr. A. Whiteside**

## **7. Internal Audit**

A copy of the internal audit checklist was circulated for the information of the committee together with the response from the Clerk. The Clerk confirmed that she would be delivering the documentation to the Internal Auditor that afternoon.

*Resolved: Committee noted the response to the requirements for internal audit.*

## **8. Xero Accounts Package**

The Clerk outlined the rationale in obtaining an accounts package which would be useful in preparing the financial statements and streamlining processes with the ability to upload invoices electronically.

Although the Scribe package had been recommended, the Clerk indicated that she felt that it was an expensive option for the requirements of the parish council at £58 plus VAT per month, and that the Xero accounting package would be just as useful. The package was £16 plus VAT per month, however, it was currently on offer at a heavily discounted price of £1.60 plus VAT per month for the first 6 months.

*Resolved: Committee agreed to the proposal to acquire the Xero accounts package at the discounted price.*

*There being no further business the meeting closed at 11.30am*

*Chairman .....*                      *Date .....*