



HELMDON PARISH COUNCIL

FINANCE COMMITTEE MEETING



Minutes of a meeting of the Finance Committee of Helmdon Parish Council at The Reading Room
on **Wednesday 2nd July 2025 at 7.30pm**

Present: Cllrs Hart, Moody (Chair), Marchant, Plunkett, and the Clerk.

In attendance: None.

- 1) **Elect the chair of the Finance Committee for 2025/26** – It was **RESOLVED** to elect Cllr Moody as the Chairman of the committee.
 - 2) **Apologies for absence** – Cllr Plunkett will be late.
 - 3) **Declarations of Interest** – Cllr Marchant declared an interest in item 15 as he is part of one of the organisations who has made an application therefore he will leave the meeting when this item is discussed.
 - 4) **Approval and signature of the minutes of the meeting of 13th March 2025** - It was **RESOLVED** that the minutes be approved and duly signed.
 - 5) **Matters arising** – The Lloyds Corporate Multipay account has now been closed.
 - 6) **Open Forum** – None.
 - 7) **To receive the year-to-date bank reconciliation** – It was **RESOLVED** to note the reconciliation.
 - 8) **To review bank and other account signatories and to consider any changes required as a result of the elections in May** – It was **RESOLVED** to remove Faye Holloway and Steve Wheeler from the Unity Bank mandate and add John Marchant and John Plunkett. It was **RESOLVED** to remove Steve Wheeler from the CCLA account and add Liz Hart. **Clerk to arrange the changes to the bank mandates.**
 - 9) **To review the spend against budget for 2025-26 to date** – Discussions were held about the purpose and level of various budget lines. It was agreed that in future the spend against budget report should include a breakdown of expenditure and projected expenditure per quarter to allow the committee to ensure the budget is on track for the relevant time of year. **Clerk to make the relevant changes to the report before the next Finance Committee meeting.** The budget for the tree inspection was noted that it has still not been spent despite the full council approving the tree survey subject to the Finance Committee arranging the survey some time ago. It was **RESOLVED** that the **Clerk should instruct B J Unwin Forestry to complete the survey** provided the price falls within the values within the Financial Regulations that does not require additional quotes.
- Cllr Plunkett joined the meeting at 7:43pm.*
- 10) **To consider delegating authority to the Clerk to make payments without prior authorisation at a Parish Council (PC) meeting for the following items:**
 - a. Payments that are regular or part of a contract
 - b. Payments below a set amount

After discussion it was agreed to defer this item for the time being and review how many invoices are delayed by the current process over the next 6-12 months.

- 11) To review the following documents and confirm that all documents meet the needs of the Council.**
- a. Internal Controls Checklist** – It was **RESOLVED** to approve the new document.
 - b. Financial Regulations** – It was **RESOLVED** to propose the updated document as per amendments agreed at the meeting to the next meeting of the Full Council. **Clerk to put on next Full Council agenda.**
 - c. Standing Orders** - It was **RESOLVED** to propose the updated document as per amendments agreed at the meeting to the next meeting of the Full Council. **Clerk to put on next Full Council agenda.**
- 12) To review the Asset Register and agree any amendments required** – It was noted that there are discrepancies between the overall figures for street furniture, and play equipment in the main Asset Register and the breakdown of items included within those headings. **Clerk to look into previous Asset Registers to try to understand where the discrepancy comes from and bring proposed changes to the next meeting of the Finance Committee.** It was **RESOLVED** to add the Village Green, and Station Road Green to the Asset Register with a value of £1 each.
- 13) To consider what is required from a streetlight maintenance service, and review quotes received** –It was **RESOLVED** to recommend to the Full Council that they accept the quote from E-on subject to the contract period being 1 year or less, and that information can be obtained regarding who the Parish Council (PC) would need to contact in the event of an emergency such as someone driving into the pole. **Clerk to contact E-on regarding the queries raised and put a proposal on the next Full Council agenda.**
- 14) To confirm the role of the Health and Safety Officer and agree a process, timetable, and recording method for asset inspections** – A discussion took place regarding what the role of the Health and Safety Officer should be with some differences of opinion as to whether it is about the health and safety of individual people whether that be councillors, the clerk, or members of the public attending meetings, or whether it should be more about ensuring the PC assets are in a good and safe condition for use by the public. It was agreed **that Cllr Moody will try to obtain a standard role description for a PC Health and Safety Officer to and provide to the Clerk for review and proposing to the Full Council when available. Clerk to send a sample Vehicle Activated Sign Monitor Risk Assessment to Cllr Marchant for him to complete a Risk Assessment of that role to be brought back to the Full Council for consideration at the July meeting. Cllr Moody agreed to complete a one off check of the assets soon** to ensure they have been checked while the role description and inspection processes are being put in place.

Cllr Marchant left the meeting at 9:28pm.

- 15) To consider applications for the Small Grant Scheme 2025/26** – Four applications were received. It was noted that there were a number of discrepancies in relation to the applications and the Small Grants Scheme criteria but given all applications are valuable to the parish and are within the total grants budget it was **RESOLVED** to recommend approval of all four applications for the amounts requested. **Clerk to put recommendation to the Full Council.** It was **RESOLVED** that the amount remaining from this year's budget (£440) be added to next year's budget for grants.

Meeting closed @ 9:39pm

Signed..... Date.....