



HELMDON PARISH COUNCIL

MINUTES



Minutes of a meeting of the Finance Committee of Helmdon Parish Council held at The Reading Room on **Thursday 9th January 2025 at 7.30pm**

Present: Cllrs Holloway, Moody (Chair), Wheeler, and the Clerk.

In attendance: None.

- 1) **Apologies for absence** – None.
- 2) **Declarations of Interest** – None.
- 3) **Approval and signature of the minutes of the meeting of 14th November 2024** - It was **RESOLVED** that the minutes be approved and duly signed.
- 4) **Matters arising** – The full council approved the Financial Regulations and the establishment of a Burial Ground Working Group as recommended by the Finance Committee.
- 5) **Open Forum** – None.
- 6) **To consider the delegation levels and process for the Clerk to make internal transfers in order to benefit from higher interest** – The Financial Regulations allow the Clerk to move up to £10k internally with no restrictions on regularity of transfers. It was **RESOLVED** to recommend to the Full Council to delete the words 'up to the sum of £10,000' from item 6.9 (iv) in the Financial Regulations to allow the clerk to internally transfer any funds required.
- 7) **To consider the opportunity to invest in a CCLA Investment in order to gain higher returns on Parish Council reserves** – It was **RESOLVED** to put £30k into CCLA and the remaining funds in the interest bearing account with Unity Bank. **Clerk to set up CCLA account with Cllrs Moody, Wheeler and the Clerk as signatories.**
- 8) **To consider cancellation of the Lloyds Credit Card** – It was **RESOLVED** to cancel the Lloyds Credit and apply for a debit card in the Clerk's name when they become available with Unity Bank. **Clerk to cancel Lloyds card and set up the new Unity Card at the appropriate time.**
- 9) **To review the Asset Register and agree any amendments required** – It was agreed that the **Clerk should write to Acorn Nursery to confirm that the Parish Council is no longer the Custodian Trustee.** It was **RESOLVED** to make the following amendments to the Asset Register resulting in a new Asset Register value of £104,437.62.

Removals:

- BL001 Reading Room - £1 – Removal due to no longer being the Custodian Trustee
- BL003 Acorn Nursery - £1 – Removal due to no longer being the Custodian Trustee
- AD004 Scanner/Printer HP Envy - £69.95
- AD008 HP Laptop 255 - £274.96

Additions:

- AD014 HP Printer - £73.09

- SF019 Silent Tommy - £175
- SF020 Silent Tommy Signs - £48
- SF021 Noticeboard at entrance to allotments - £1

- 10) **Request from parishioner for the Parish Council to reimburse them for the water pump hire costs (£135) incurred to help clear water from the village after the storm and subsequent flooding** – It was **RESOLVED** to reimburse the parishioner. **Clerk to arrange reimbursement.**
- 11) **To review the spend against budget for 2024-25 to date** – The spend against budget was reviewed and discussed with no issues of concern raised. It was noted that the payment made to The Friends of Helmdon Churchyard (FoHC) was £50 less than budgeted. **Clerk to write to the FoHC advising them that there is another £50 available to them in this year's budget if required.**
- 12) **To consider the draft budget for 2025-26 to be submitted to the full council for consideration at the meeting on 22nd January** – It was agreed that **Cllr Wheeler should confirm with the contractor who maintains the Pump Garden that the Parish Council would like to extend the contract into 2025 but would like to have a discussion with them to discuss the plans for maintenance in 2025.** It was **RESOLVED** that the total budget for grants should be increased to £2k with the cap for individual grants increasing to £400. **Clerk to arrange the amendments to the Small Grants Scheme documents in preparation for the 2025 applications.** It was **RESOLVED** that the budget for 2025-26 to be recommended to the Full Council is £35,090.50.
- 13) **To consider the precept demand for 2025-26 to be submitted to the full council for consideration at the meeting on 22nd January** – It was **RESOLVED** that the precept demand for 2025-26 to be recommended to the Full Council is £31,926.
- 14) **To agree dates of meetings for the Finance Committee in 2025** – The following dates were agreed:
- 13th March 2025
 2nd July 2025
 11th September 2025
 13th November 2025
 8th January 2026

Meeting closed @ 9:59pm

Next meeting date – 13th March 2025

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