



HELMDON PARISH COUNCIL

FINANCE COMMITTEE MEETING



Minutes of a meeting of the Finance Committee of Helmdon Parish Council held at The Reading Room on **Thursday 11th September 2025 at 7.30pm**

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

In attendance: None.

16) Apologies for absence – None.

17) Declarations of Interest – None.

18) Approval and signature of the minutes of the meeting of 2nd July 2025 - It was **RESOLVED** that the minutes be approved and duly signed.

19) Matters arising – None.

20) Open Forum – None.

21) To receive the bank reconciliation to end of August 2025 - It was **RESOLVED** to note the reconciliation.

22) To confirm bank and other account signatories – Cllrs Plunkett and Marchant have been added to the Unity Bank Accounts as signatories. The CCLA mandate change request has now been accepted subject to them confirming some information with Cllr Moody.

23) To confirm completion of the first quarterly (Apr to Jun) Internal Controls Councillor's (ICC) Check – Cllr Moody confirmed the check has taken place and all was found to be in order. It was **RESOLVED** to accept ICC check.

24) To review the spend against budget for 2025-26 to the end of August 2025 – It was agreed that the **Clerk should add an expected outturn column to the document for future meetings.** Concerns were raised about the percentage of the budget spent on the War Memorial Garden and the Pump Garden given how far into the year we are. It was agreed that clarity is needed on what the contract is for the work on those areas, in particular in relation to the timings within the year that the work will take place to ensure the quarterly budgets are correct. **Clerk to gather information regarding the current agreement for maintenance of those areas.**

25) To review the Asset Register and agree any amendments required – Some discrepancies between the main Asset Register page and the breakdown tabs were discussed. It was **RESOLVED** to revert back to using a single page Asset Register. **Clerk to make relevant amendments to the Asset Register so all play equipment and street furniture are shown individually in the main Asset Register.**

26) To note the insurance renewal cost of £898.16 (Year two of a three year agreement) – It was **Resolved** to note the renewal cost. **Clerk to check the insurance cover is adequate for the replacement values of the items in the Asset Register.**

27) To receive the External Auditor's Report for 2024-25 – The report and the issues raised were noted and discussed. It was noted that when the Annual Governance Statement is completed at the end of the current financial year the statements should

be thoroughly considered to ensure the correct responses are given, The Internal Auditor's Report referred to by the External Auditor was reviewed and it was confirmed that the Registers of Interests have now been published directly on the Parish Council's website. **Clerk to put the receipt of the External Auditor's Report on the next full council meeting agenda.**

- 28) To confirm the role of the Health and Safety Officer and agree a process, timetable, and recording method for asset inspections** – It was agreed that the more appropriate title for the role is a Parish Assets Councillor as Health and Safety Officer potentially implies that the person in that role would need to have relevant Health and Safety qualifications whereas the expectation of the PC insurers is that it would be a layman check that takes place. It was **RESOLVED** to accept the Parish Assets Councillor Role Description, subject to the addition of 'land' in the first paragraph before 'benches', and the checklist that were provided to the meeting, and to recommend the adoption of these and the appointment of a Parish Assets Councillor to the full council at their next meeting. **Clerk to put these items on the next full council agenda.**

Meeting closed @ 8:40pm

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