



GREAT HORKESLEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD MONDAY 13TH APRIL 2026 AT GREAT HORKESLEY NEW VILLAGE HALL AT 10.00AM

Those present:

Cllr G Baker (Chairman) Cllr C Arnold
Cllr P Tempest

F25/27 Chairman's Welcome

The Chairman welcomed everyone to the meeting.

F25/28 Apologies and Reasons for Absence

Cllr Mead was not present.

F25/29 Declaration of Interests

No member declared an interest with respect to any item of business on this agenda.

F25/30 Minutes of Previous Meeting

The minutes of the Finance Committee Meeting held 12th January 2026 were approved and signed as a true and accurate record.

F25/31 Fourth Quarter and Year End Accounts

Members reviewed and approved the Fourth Quarter and Year End accounts as at 31st March 2026 for the 2025/26 financial year. Cllr Tempest asked if there was a reason for the sudden increase in Village Hall income, and the Clerk said this was due to a number of last minute all-day or all-weekend hires being booked in the final quarter, which made a big difference. Members noted that the solar panel income was down and this was likely due to a very dull winter this year. Cllr Tempest also asked the Clerk to confirm what is included in the 'other' income on the Receipts & Payments Summary (solar panel income, bank interest and council grants).

Members also reviewed the documents for the audit. The Council proposed to use £20,000 from general reserves during the 2025/26 financial year when setting the precept, but only £12,065 was used, meaning that there is approximately £8,000 more in general reserves at the end of the financial year than expected. Purchasing the new external fire doors for the Village Hall caused a big variance on the Explanation of Variances spreadsheet, and Cllr Arnold stated that this is why it is important for the council to hold the money in reserves that it does. Cllr Baker thanked the Clerk for her work in completing the accounts and particularly for producing the additional report spreadsheet showing reasons for all variances between the budgeted and actual amounts in the accounts at year end.

F25/32 Policies & Procedures

- (a) The Asset Register was reviewed for recommendation to Full Council for approval. The Clerk reported that one of the benches on the Village Hall green that was not originally

purchased by the Parish Council has been damaged and this will be put onto the agenda for Full Council to discuss at the next Full Council meeting.

- (b) The Financial Regulations were reviewed for recommendation to Full Council for approval.
- (c) The Internal Control Procedures were reviewed for recommendation to Full Council for approval.

F25/33 Terms of Reference

Members reviewed the Finance Committee Terms of Reference. At the moment, only the Clerk or Chairman of the Finance Committee can call an extra meeting of the Finance Committee.

It was unanimously agreed (proposed Cllr Arnold) to recommend to Full Council that the Finance Committee Terms of Reference be updated so that the Chairman of the Council can also call a Finance Committee meeting if required.

F25/34 Recommendations to Full Council

Members suggest that Full Council considers adding to the Terms of Reference for all committees, that the Chairman of the Parish Council can call a meeting of the committee if required.

F25/35 Next Meeting of the Finance Committee

The next meeting of the Finance Committee will be on Monday 6th July 2026 at 10.00am and will focus on reviewing the internal audit and grants procedure.

The Chairman closed the meeting at 10.32am.

These minutes are a true and accurate record of the meeting.

Signed

Date