



GREAT HORKESELEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD TUESDAY 8TH JULY 2025 AT GREAT HORKESELEY NEW VILLAGE HALL AT 10.30AM

Those present:

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

F25/01 Election of Chairman & Vice-Chairman

Cllr Arnold nominated Cllr Baker for the position of Chairman and, with there being no other nominations for the position, Cllr Baker was duly elected as Chairman of the Finance Committee.

Cllr Baker nominated Cllr Arnold for the position of Vice-Chairman and, with there being no other nominations for the position, Cllr Arnold was duly elected as Vice-Chairman of the Finance Committee.

F25/02 Apologies and Reasons for Absence

All members were present.

F25/03 Declaration of Interests

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

F25/04 Minutes of Previous Meeting

Cllr Arnold proposed that under item F24/31, 'to be spent during the next financial year' be changed to 'to be spent during the **current** financial year'. With this minor amendment, the minutes of the Finance Committee Meeting held 22nd April 2025 were approved and signed as a true and accurate record.

F25/05 Q1 Accounts

- (a) The First Quarter accounts as at 30th June 2025 for the 2025/26 financial year were reviewed in detail and Cllr Baker pointed out that Hall Improvements (Account Code 4330) is excessively over budget due to the unexpected expenditure on new external doors for the Village Hall, which was agreed to be paid from General Reserves. The Clerk will look into alternative options for showing this in the accounts and will report back at the next meeting.
The First Quarter accounts were approved and signed by the Chairman on behalf of the Committee.
- (b) **It was unanimously agreed** (proposed Cllr Tempest) to add Account Code 4260 for room hire expenditure.
- (c) **It was unanimously agreed** (proposed Cllr Baker) to vire £2,000 from Hall General Maintenance (Account Code 4320) to Hall Improvements (Account Code 4330), to cover part of the expenditure for the new village hall doors as this was originally budgeted for within 4320 as minor repairs.

F25/06 Internal Audit Review

The Annual Internal Audit Report by Jan Stobart was discussed in detail.

It was unanimously agreed (proposed Cllr Baker) to recommend to Full Council that Financial Regulation 5.6 be amended so that formal tenders are to be sought where contracts are estimated to exceed £30,000 including VAT, to bring this in line with the Council's Standing Orders.

The Clerk reported that other members on the bank mandate do have the ability to submit payments, in addition to the Clerk.

The Council is now asking the member that checks and signs the monthly Statement of Accounts to also sign the monthly bank statements.

The Clerk also reported that, after suggestions from the internal auditor, some kind of spot check bank reconciliation could be regularly carried out by a member of the council, and the system for approving payments could be altered so that further 'paper trail' evidence is available when it comes to councillors approving payments each month.

It was unanimously agreed (proposed Cllr Baker) that each quarter, when a member signs the bank statements and Statement of Accounts at the meeting of Full Council, they also carry out a spot check bank reconciliation of a few payments over the period.

It was also agreed that no further changes to current procedures are necessary.

F25/07 GHPC Grants

The Grants to Benefit the Community Policy & Procedure for grants to be paid out in the 2026/27 financial year was reviewed. Cllr Arnold pointed out that the dates throughout the document needed to be amended to reflect the current year. The policy was approved subject to these amendments.

F25/08 Recommendations to Full Council

After discussion regarding authority and expenditure limits, it was agreed to recommend the following to Full Council:

- To agree to delegate authority to the Clerk, in consultation with the Chair of the Council or Chair of the appropriate Committee, to make purchases of minor items up to a cost of £30 at any time and report any such expenditure at the next meeting of the Council. Minor purchases may include, but are not limited to, items that have been removed from the Village Hall such as dog bowls or kitchen utensils, or new keys or padlocks.
- To agree to bring Financial Regulations 5.18 and item (m) of the current Scheme of Delegation in line, and whether there should be a limit on the amount of expenditure the Clerk has the authority to approve in an emergency situation.

F25/09 Next Meetings of the Finance Committee

The next meeting of the Finance Committee will be on 10th November at 9.30am and will focus on approving the Q2 accounts and considering grant applications.

The meeting was closed at 11.10am.

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

Signed

Date