Finance Committee Meeting
DRAFT Minutes for Monday, 19th October 2026, 7:30pm, Parish Council Office

Present: Councillors Richard Barrett, Paul Gregory, Alison Sercombe, Toby Newman, Peter Ramsdale

Officers: Clerk and Asst. Clerk

#23/26-27 **Apologies:** The Committee accepted apologies from Cllr Richard Street**.**

#24/26-27 **Declarations of Interest/Dispensations:**

- Cllr Newman – The Merry Bells; Wheatley Park School
- Cllr Barrett – The Merry Bells
- Cllr Wilmott – Wheatley Rugby Club; Wheatley Playing Fields Trust
- Cllr Sercombe -- Wheatley Windmill

#25/26-27 **Public Participation:** No members of the public were present.

#26/26-27 **Minutes of the meeting of the 15th June 2026:** The minutes of the meeting of 15th June 2026 were agreed and signed as a true record.

#27/26-27 **To receive an update on outstanding actions**

i. Savings & Investment actions still to complete. In order d) & c), if d) ok then a)
   a. Close the Barclays Premium account and move the funds to the CCLA. This is in progress.
   b. Keep the Barclays current account open and continue for the moment with the Barclaycard. This is in progress.
   c. Apply for a Unity Trust payment card. The card is issued in partnership with Lloyds Bank who own Unity Trust. If this works well, we decide in the future whether or not to continue with two cards. This can proceed and the Committee asked this to be actioned prior to the next meeting of the Finance Committee.
   d. Check how easy it is to move funds in and out of the CCLA we take £1,000 out of the account and then reinvest it. This is in progress.
   e. If d) proves easy monitor the Unity Savings a/c at each finance committee, check we have enough working capital to cover our cash needs for 6 months and invest any surplus into the CCLA. This is in progress.

28 October 2026

Signed: Date:

ii. Authorised Signatories- Locum Clerk (Allison Leigh) added to Unity and in the process of adding her to Barclays.
iii. Internal Checker 2026/2027: RB will meet to complete the first internal checker on 11th November 2026 at 10:30am.
iv. 2026 Pay Review (01.04.2026): Completed and implemented
v. Shield Fuel Surcharge: The Committee noted and agreed the fuel surcharge from Shield.

#28/26-27 2026/2027 Financial Management as of 30.09.2026

i. **Bank Reconciliation/Balances:** The Committee agreed the bank balances and reconciliation as of 30.09.2026.
ii. **Income and Expenditure Report:** The Committee noted the Income and Expenditure Report.
iii. **Budget Update:** The Committee noted the budget update and no adjustments were made.
iv. **Reserves Update:** The Committee resolved to show a drawdown of £40,000 from the Play Equipment reserve having been used on the refurbishment to Church Road Recreation Ground. The Committee resolved to add a reserve for Farm Close Road Recreation Ground.
v. **Debtors Report:** The Committee considered the Debtors Report

#29/26-27 Schedule of payments authorised: The Committee agreed the schedule of payments.

#30/26-27 2027/2028 Draft Budget: The Committee resolved the following changes to the budget:

- Increase office costs to reflect the increased rent of The Merry Bells and staff phones
- Consider that there may need to be an increase to grass cutting based on minute reference 41/26-27.
- Add a budget of £2500 to Holton Pavilions.
    i. To consider any CIL funding: None was raised.
    ii. To consider any S106 funding: The Locum Clerk will investigate the S106 fund for the maintenance of the cricket wicket.

#31/26-27 Asset Register: The Committee agreed the Asset Register for 26/27.

i. The Committee resolved a minimum value of asset for the Asset Register of £100.
ii. It was noted that the Locum Clerk and Assistance Clerk will craft a system of checks assets.

Signed: Date:

#32/26-27 **Management of Risks:** The Committee reviewed the Risk Register and made some minor edits.

i. The Committee resolved for the Locum Clerk to update the Risk Assessment format.

#33/26-27 **Reserves Policy:** The Committee agreed the Reserves Policy to go to Full Council.

#34/26-27 **Grant requests:**

i. The Maple Tree: The Committee resolved to approve a £1500 Grant to The Maple Tree. The Committee welcomes The Maple Tree to apply for any future specific projects.
ii. Morland House Surgery: The Council resolved that they do not fund private businesses but welcomes Morland House Surgery to improve the surface of their car park.

#35/26-27 **Capital grant**

i. Capital Grant Application 2026 (SODC)- Church Rd Rec Refurb, Grant awarded (£50k) and payment 1 received 30.01.2026 payment 2 received 17/07/2026.

#36/26-27 **Scheme of Delegation:** There were no decisions made under the Scheme of Delegation.

#37/26-27 **Correspondence and any urgent items requiring attention:** None.

#38/26-27 **Items for information:** None.

#39/26-27 **Date of next meeting:** The date of the next meeting as the 21st December 2026 at 7:30pm in the Parish Council office. Cllr Barratt sends apologies.

#40/26-27 **Confidential session:** The Council resolved to remove members of the public from the following agenda item due to its confidential nature.

#41/26-27 **Grounds maintenance quotes:** The Council reviewed the quotes and resolved to proceed with Pampered Paddocks at the following cost:

Total cost to cut all areas per visit, £1034 + VAT

To do the initial cut of Littleworth Rd field, £484 + VAT

These prices will remain the same over the 3 year contract

Invoices

An invoice will be sent for payment at the end of each month after works are completed.

Additional works

Signed: Date:

Weed spraying £38/hr + VAT including chemicals

Strimming £38/hr + VAT

The Council asked the Locum Clerk to create a tender template to be used for future tenders, to ensure consistency with quotes received.

The meeting closed at 20:49.

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28 October 2026

Signed: Date: