



WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: clerkwinterton@gmail.com

Chairman: Mark Bobby, Vice-Chairman: Liam McMahon

Chair of Finance: Dawn Clegg

Responsible Financial Officer & Clerk to the Council: Jolene Towne

Minutes of the Winterton-on-Sea Parish Council Finance Committee Meeting held on Wednesday 19th March 2025 at 6:30 PM at the Village Hall

Councillors present: Mark Bobby, Dawn Clegg, John Smithson, Liam McMahon, Nigel Coe,
Richard Tunbridge

Public present: 0 members of the public,

Minutes taken by: J Towne

Cllr. M. Bobby welcomed everyone to the meeting & thanked them for their support.

1. Apologies and Quorum determined.

- 1.1 No Apologies Received
- 1.2 Quorum was determined

2. Declarations of Interest

- 2.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item. NONE RECEIVED
- 2.2 To consider any dispensation requests received. NONE RECEIVED

3. Minutes of the previous meeting

- 3.1 Councillors AGREED that the minutes of the Finance Council meeting held on Wednesday, 11th December 2024, were an accurate record of that meeting.
- 3.2 The Action Log from that meeting were reviewed (*where not included in this agenda*)
Action 11-12-25 5.4 Is Closed as Action is completed

4. Accounting Processes from Financial Regulation

- 4.1 *Cllr. D. Clegg* led the review of presented receipts and expenditures against the budget, year-to-date. (Fin. Regs 4.8)
Cllr. D. Clegg confirmed that a small overspend of £110 on the utilities at the allotments had been recorded. The budget line for 25/26 has been increased to reflect this.
It was noted that the latest bill for the Changing Room water was higher than anticipated, putting us over budget; however, following conversations with the supplier, it was AGREED that the estimated reading was incorrect. It was CONFIRMED that the credit would be shown in the next quarterly invoice.
The Utilities for the Village Hall remain showing as higher than anticipated due to an error by the utility Company with billing which led to a portion of last year's electricity being paid from this year's budget as previously recorded.
To note the Changing Rooms Electrical works invoice to be paid by end of year which will be reflected under the Recreation Ground, Maintenance budget line.
- 4.2 The Bank Reconciliation to end February 2025 was reviewed by the committee and is recommended for approval at the next full council meeting. *Cllr. J. Smithson*

(who is not the Chair, nor any bank signatory, nor the RFO and/or the Clerk) verified against bank statements and payments/receipts and signed the bank reconciliation as confirmation of his agreement. *Cllr. J. Smithson* has continued to supply this internal control throughout this financial year.

- 4.3 As per Fin. Regs 5.1, the committee reviewed Banking arrangements, mandate, and signatories and recommend to full council that all banking arrangements remain unchanged including signatories as *Cllr. D. Clegg*, *Cllr. L. McMahon* and *Cllr. N. Coe*.
- 4.4 RFO confirmed all invoices to date have been examined, verified, and certified as per Financial Regulations 5.3. There were no withdrawn or refunded invoices. The outstanding overdue invoice was discussed with the agreement to send further reminders.
Cllr. M. Bobby has reviewed and signed the payments and receipts presented this quarter.
- 4.5 The list of regular payments for 2024/25 was reviewed, noting that annual payments to Scribe, NALC, CAN, SLCC, Flameskill, Broadland Computers and Sparkys have been added for completeness: these are paid by BACS, not direct debit, as amounts (may) vary but those authorised to make payments should ensure they appear in the monthly payment run. As per 5.7 of the Fin. Regs, the full payment list is reviewed each month at full council. Therefore, the list of regular payments was signed by *Cllr. L. McMahon & Cllr. J. Smithson*

5. Housekeeping

- 5.1 It was unable to review and assign actions to the documentation list for the internal audit as they had not been released at the time of the meeting.
- 5.2 The list of supplier details was reviewed.

6. 2024-25 Budget review, revision and virement

- 6.1 The anticipated payments and receipts to end March 2025 were REVIEWED and APPROVED. The full list will be discussed at the full meeting.
- 6.2 Councillors considered y-t-d figures presented and with a reasonable estimation of the forthcoming quarter, inclusive of cost to “make safe” the electrics in the Changing Rooms, no revisions of the budget were recommended.
- 6.3 It was agreed that no amounts need to be moved between current and savings accounts beyond the normal ‘flow’ of funds to ensure sufficient funds are in the current account to cover payments with the balance held in savings to optimise interest payments.
- 6.4 No new provisions were proposed at this stage.
- 6.5 The reserves budgetary planning was examined with the proposal to consider increasing the Traffic Management Reserve and Play Area Reserve in the new financial year.
- 6.6 It was NOTED that this review is for year-end purposes and in preparation for the Annual Governance and Accountability Return

7. Consider recommendations to council to authorise expenditure against proposals,

7.1 None at Present.

8. 2025-26 Budget & Precept

- 8.1 It was CONFIRMED that the awarded precept and remaining concurrent functions, together with planned income, meet the 2025/26 budget needs.
- 8.2 Following discussion, it was CONFIRMED that the 'sinking' reserve funds are sufficient to cover likely expenditures until the first precept payment, which is due early April 2025
- 8.3 The draft list of projects for 2025/26 was DISCUSSED with the allocation of reserve funds for the proposed Pickleball Court project, to be situated on the Recreation Ground, to be further investigated for potential grants.

9. Any Other Business

- 9.1 It was AGREED to obtain a quote for new bathroom supplies for the recreation ground changing rooms - ***ACTION – Cllr. J. Smithson***

10. Date of Next Meeting

It was AGREED that the next meeting of the Finance Committee will be held on Wednesday 11th June 2025 at 6.30 pm in the Village Hall.

11. In accordance with the Public Bodies (administration to meetings) Act 1960, the meeting will RESOLVE to exclude the press and public during the following items due to their confidential nature.

None.

Meeting Closed: 20:04