



WINTERTON-ON-SEA PARISH COUNCIL

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

Chairman: Mark Bobby, Vice-Chairman: Liam McMahon

Responsible Financial Officer & Chair of Finance: Dawn Clegg

Clerk to the Council: Jolene Towne

NOTICE OF MEETING AND SUMMONS TO ATTEND

Council committee members are summoned, other members, press and the public are invited to attend

Finance Committee meeting of Winterton-On-Sea Parish Council,

to be held at the Village Hall at 7pm on Wednesday 11th June 2025

Date: 06/06/2025

Clerk: J. Towne

AGENDA

- 1. To elect a Chair of the Finance Committee (period of one year)**
- 2. Apologies and Quorum determined.**
 - 2.1 Apologies received.
 - 2.2 Quorum determined
- 3. Declarations of Interest**
 - 3.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item
 - 3.2 To consider any dispensation requests received.
- 4. Minutes of the previous meeting**
 - 4.1 Review minutes of the Finance Committee meeting 19th March 2025 for approval.
 - 4.2 Review and update the Action Log from that meeting.
- 5. Accounting Processes from Financial Regulation**

A copy of 2025-26 Budget Revision 1 is in the supporting information

 - 5.1 The RFO is to present receipts and expenditure against the budget, year-to-date with commentary of under/overspend and use of reserves. (Fin. Regs 4.8)
 - 5.2 A Councillor, (*not the Chair, nor any bank signatory, nor the RFO and/or the Clerk*) to verify bank reconciliations (year-to-date) and sign (or email) confirmation of agreement. That councillor may ask any questions of the RFO to enable verification and may view original bank statements year-to-date. (Fin. Regs 2.2).
 - 5.3 Review Banking arrangements, mandate, and signatories (Fin. Regs 5.1)
 - 5.4 RFO to confirm all invoices to date have been examined, verified, and certified as per Financial Regulations 5.3. Any unpaid, withdrawn or refunded invoices are to be explained.
 - 5.5 RFO to provide a list of regular payments (direct debits and standing orders) as per Financial Regulations 5.6 for review, noting any changes. The list should be signed by 2 members for each month payments have been made as per 5.7 of the Fin. Regs.

6. Housekeeping

- 6.1 To review, approve and adopt the Financial risk Assessment for this parish council;
- 6.2 To consider the new electricity contract for the Village Hall.

7. 2025-26 Budget review, revision and virement

- 7.1 Considering y-t-d figures presented and with a reasonable estimation of the forthcoming quarter, prepare recommendations to the full council for any revisions to the budget, providing full commentary to enable decisions. (See 4.2 of Fin. Regs)
- 7.2 This may include moving amounts between current and savings accounts
- 7.3 This may further include creating new provision to consider items currently paid for from reserves and examining reductions for existing items with significant underspend, and/or removing items that will not be used in this budget
- 7.4 Examine the reserves budgetary planning for any revisions

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

- 8.1 Confirm Concurrent Functions £1,300 to be paid to Church

9. 2025-26 Budget & Precept

Consider the annual income and expenditure (without reserves and concurrent functions) to establish priorities and potential uplifts in charges for a future budget.

10. To agree the Finance Committee Terms of Reference

These will need to be recommended to the full Council for approval.

11. Any Other Business

To consider any other business/actions for future meetings.

12. Date of Next Meeting

To AGREE that the next meeting of the Finance Committee will be held on 10th September 2025 in the Village Hall.

13. 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.