



WINTERTON-ON-SEA PARISH COUNCIL

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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 11th June 2025 at 6:30 PM at the Village Hall

Councillors present: Liam McMahon, Dawn Clegg, Richard Tunbridge, Rachel Tooke,
Mark Shepperd

Public present: 0 members of the public,

Minutes taken by: J Towne

Due to the Chair's absence, a Chair was proposed with *Cllr. M. Shepperd* nominating *Cllr. L. McMahon*. Seconded by *Cllr. R. Tooke*

Cllr. L. McMahon welcomed everyone to the meeting & thanked them for their support.

1. To elect a Chair of the Finance Committee (period of one year)

Cllr. M. Shepperd proposed *Cllr. D. Clegg* for the role of Chair, which was seconded by *Cllr. R. Tooke*. There were no other nominations and **CLLR. D. CLEGG WAS UNANIMOUSLY ELECTED** by all members present. *Cllr. D. Clegg* accepted the position

2. Apologies and Quorum determined.

- 2.1 Apologies received and **ACCEPTED** from *Cllr. M. Bobby*, *Cllr. N. Coe* & *Cllr. J. Smithson*
- 2.2 Quorum was determined

3. Declarations of Interest

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

4. Minutes of the previous meeting

- 4.1 Councillors **AGREED** that the minutes of the Finance Council meeting held on Wednesday, 19th March 2025, were an accurate record of that meeting.
- 4.2 The Action Log from that meeting were reviewed (*where not included in this agenda*)
Action 19-03-25 9.1 Is Closed as Action is completed

5. Accounting Processes from Financial Regulation

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

- 5.1 The RFO presented receipts and expenditure against the budget. (Fin. Regs 4.8), year-to-date taking into account we are two months into the current financial year. Upon review, it was discussed that the Newsletter budget line could be reduced with remainder transferred. Village Improvements is at a higher spend due to unforeseen SAM Sign repairs required. Consider transferring £500 from the

Newsletter budget line. Income is comparative to the same time period in 2024-25. All other budget lines are target at present.

- 5.2 The Bank Reconciliation to end May 2025 was reviewed by the committee and is recommended for approval at the next full council meeting. *Cllr. R. Tooke*, in *Cllr. J. Smithson's* absence (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 her agreement.
- 5.3 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*
- 5.4 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. L. McMahon has reviewed and signed the payments and receipts presented this quarter.
- 5.5 The list of regular payments for 2024/25 was reviewed, noting that the HugoFox subscription had now been cancelled due to change of website provider. 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. R. Tunbridge & Cllr. M. Shepperd*

6. Housekeeping

- 6.1 The Financial risk Assessment for this parish council was REVIEW, APPROVED and ADOPTED;
- 6.2 The options for a new electricity contract for the Village Hall were considered, taking into account alternative suppliers. It was AGREED to sign with Octopus under the "Green Octopus 24M Fixed".

7. 2025-26 Budget review, revision and virement

- 7.1 The y-t-d figures were considered and a reasonable estimation of the forthcoming quarter was discussed. Recommendations to the full council (See 4.2 of Fin. Regs)

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Consider transferring £500 from Newsletter Budget line to Village Improvements Budget Line to ensure cover for the remainder of the financial year.

- 7.2 It was agreed that no amounts need to be moved between current and savings accounts beyond the normal 'flow' of funds to ensure sufficient in the current account to cover payments with the balance held in savings to optimise interest payments.
- 7.3 Following discussion, it was AGREED to recommend to full council the possibility of a new provision for the Community Payback Scheme from the General Reserves

- 7.4 As per the Finance Meeting held in March which was for consideration in the new financial year “The reserves budgetary planning was examined with the proposal to consider increasing the Traffic Management Reserve and Play Area Reserve”. To recommend to the full Council

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

- 8.1 The Concurrent Functions £1,300 to be paid to Church was CONFIRMED

9. 2025-26 Budget & Precept

It was CONFIRMED that the annual income and expenditure (without reserves and concurrent functions) meets the current 2025/26 budget needs with all cost codes on plan and Income comparative to 2024 during the same timescales.

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

- 11.1 *Cllr. L. McMahon* conveyed there will be a need to undergo some tree works in the Allotments – To add to next agenda

12. Date of Next Meeting

It was AGREED that the next meeting of the Finance Committee will be held on Wednesday 10th September 2025 at 6.30 pm in the Village Hall.

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 Ends – 19:55