



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, 10th December 2025 at 6:30 PM at the Village Hall

Councillors present: Nigel Coe, Dawn Clegg, Richard Tunbridge, Mark Shepperd,
John Smithson, Liam McMahon, Roy Burrows

Public present: 0 members of the public,

Minutes taken by: J Towne

Cllr. D. Clegg welcomed everyone to the meeting & thanked them for their support.

1. Apologies and Quorum determined.

- 1.1 Apologies received and ACCEPTED from *Cllr. M. Bobby* and *Cllr. R. Tooke*
- 1.2 Quorum was determined

2. Declarations of Interest

- 2.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item.

Interests declared regarding Agenda Item 9.1

Cllr. M. Shepperd declared he is the social Secretary of The Bowls Club.

Cllr. R. Tunbridge declared that he is a member of The Bowls Club

Cllr. J. Smithson declared his wife is a member of The Bowls Club.

- 2.2 To consider any dispensation requests received. NONE RECEIVED

3. Minutes of previous Meeting

- 3.1 Councillors AGREED that the minutes of the Finance Council meeting held on Wednesday, 10th September 2025, were an accurate record of that meeting.
- 3.2 The Action Log from that meeting had no actions to review

4. Accounting Processes from Financial Regulation

A copy of 2026-27 Budget Revision 1 is in the supporting information

- 4.1 The RFO presented receipts and expenditure against the budget. (Fin. Regs 4.8), year-to-date, taking into account that we are nine months into the current financial year. It was CONFIRMED that the 2nd part of the precept was received at the end of September.

As per previous meeting, with regards to the “Admin” Line, whilst it may currently seem as though we haven’t spent very much, we are to remember that the Insurance and Scribe Subscription isn’t due until February 2026.

Budget Line for Utilities for the allotments is over and an increase to be implemented for 26/27

All other budget lines are on target at present.

- 4.2 The Bank Reconciliation to end December 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 her 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 recommended 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. As of 10th December, there were 2 x outstanding invoices dated 17/11/25. There were no withdrawn, or refunded invoices. *Cllr. D. Clegg* has reviewed and signed the payments and receipts presented this quarter.
- 4.5 The list of regular payments for 2025/26 was reviewed, noting that the new mobile phone contract has commenced at a cost of £2.25 for the first three months, then increasing to £4.50 for the remainder. ICO had increased to £47 per year and it is noted that the monthly bank charges are increasing from £6 to £7 from 1st Feb 2026. 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*

5. Housekeeping

- 5.1 The anticipated payments and receipts for December 2025 were APPROVED noting additions may be included. (No full council meeting in December 2025)
- 5.2 Current y-t-d spend by budget cost centres/ codes was CONSIDERED with an amendment to staffing which covered sickness moved to earmarked reserve – ACTION – J. TOWNE.
- 5.3 The list of supplier details were REVIEWED with no changes noted.
- 5.4 J. Towne was allocated to update the asset register before the next full council meeting for insurance (February) and year-end audits.

6. 2025-26 Budget review, revision and virement

- 6.1 Councillors considered y-t-d figures presented and with a reasonable estimation of the forthcoming quarter, and significant spends forthcoming, one revision to the budget was AGREED to increase the Christmas event line to £500 due to outstanding invoice – transferred from Allotments maintenance. (See 4.2 of Fin. Regs)
- 6.2 It was agreed that no amounts need to be moved between current and savings accounts beyond the normal ‘flow’ of funds to ensure sufficient funds in the current account to cover payments, with the balance held in savings to optimise interest payments.
- 6.3 No new provisions were proposed at this stage.
- 6.4 The reserves budgetary planning was examined with an additional line added with £2,000 events – ACTION – Clerk J. Towne.

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

- 7.1 None at present

8. . 2026-27 Budget & Precept

- 8.1 The annual income and expenditure (without reserves and concurrent functions) was CONSIDERED and therefore, the proposed 2026-27 budget including anticipated precept request. This committee RECOMMENDED submission approval to full council, *the vote for which will be carried out on Wednesday 7th January 2025 at 6.30 pm in the Village Hall.*

The proposed budget remains confidential until approved by the full council. The meeting discussed budget vs. reserve allocations, business contingency allowance, and queried calculations.

The proposal to the full council was to increase the precept by 3.5% (for Band D properties).

9. . Grant Applications

- 9.1 The received Winterton Bowls Grant Application was DISCUSSED in depth. Several questions were put forward which require further information before moving forward. To be put forward to the next full Council Meeting.

10. . Any Other Business

- 10.1 The request for overtime for the Clerk to cover additional hours worked was CONSIDERED and 10 extra hours were APPROVED.

11. . Date of Next Meeting

It was AGREED that the next meeting of the Finance Committee will be held on Wednesday on 11th March 2026 in the Village Hall.at 6.30 pm in the Village Hall.

12. 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 – 20:39