



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 March 2026 at 6:30 PM at the Village Hall

Councillors present: Nigel Coe, Dawn Clegg, 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. NONE RECEIVED
- 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 December 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 2025-26 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-end Feb 2026
There have been no overspends on the use of the reserves/budget
The Changing Room Improvements has been mainly spent with some funds remaining, however one final invoice to be issued prior to year end. An additional request to replace some damaged cladding has been made. To be presented for approval at next Council meeting.
The Village Hall Improvements has used 1/3rd of its reserve with further improvements planned.
Underspend on the budgeted amount for insurance was NOTED with explanation of fixed price over fixed term given.
All other budget lines are on target at present.
- 4.2 The Bank Reconciliation to end February 2026 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 the next full council meeting 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. No outstanding invoices reported. 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 mobile reduced introduction rate had finished and is now at £4.50pm.

It was CONFIRMED (as previously reported) that the increased water bill for the allotments has taken affect.

It was noted, that following a successful corporate card application, that a one-off fee of £50 has gone through with a monthly cost of £3 commencing.

As per 5.7 of the Fin. Regs, the full payment list is reviewed each month at the full council meeting. Therefore, the list of regular payments was signed by *Cllr. N. Coe* & *Cllr. M. Shepperd*

5. Housekeeping

- 5.1 It was NOTED that the documentation list for the internal audit hadn't been issued at time of meeting and therefore actions were unable to be assigned yet

- 5.2 The list of supplier details was REVIEWED.

- 5.3 It was AGREED to appoint Mrs. Newby as our internal auditor for 2025-26 under the received terms and conditions. To be approved at the next full council meeting.

6. 2025-26 Budget review, revision and virement

- 6.1 The anticipated payments and receipts to end March 2026 were reviewed. It was noted that there may be additional payments to be added, such as PAT Testing and reimbursements, however these will be approved at the next full council meeting. One new receipt for interest on the savings account will be due in March 2026

- 6.2 Councillors considered y-t-d figures presented and with a reasonable estimation of the forthcoming quarter, and there were no significant expected spends forthcoming, (See 4.2 of Fin. Regs)

- 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 in the current account to cover payments, with the balance held in savings to optimise interest payments.

- 6.4 A new provision to cover the corporate card monthly charge was noted to be added to the budget.

- 6.5 The reserves budgetary planning was examined with no revisions required for 2025/26

- 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 It was CONFIRMED that under the Parish Partnership Scheme that the bid for Trod has been successful and will be funded up to 50% in accordance with the terms and conditions

8. . 2026-27 Budget & Precept

- 8.1 Following review, it was COMFIRMED that the awarded precept and remaining concurrent functions together with planned income meet the 2026/27 budget needs.
- 8.2 Following review, it was CONFIRMED that the 'sinking' reserve funds are sufficient to cover likely expenditure until the first precept payment.
- 8.3 The draft list of projects for 2026/27 and the allocation of reserve funds for recommendations to council were reviewed with an additional line to be added to 26/27 for the TROD to be added. To be put to the next full council meeting. (and to facilitate the Annual General Meeting Planning)

9. . Any Other Business

- 9.1 The request for overtime for the Clerk to cover additional hours worked was CONSIDERED and to be approved at the next full council meeting.

10. . Date of Next Meeting

It was AGREED that the next meeting of the Finance Committee will be held on Wednesday, 10th June 2026 at 6.30 pm in the Village Hall. NOTING that for the purposes of internal and external year-end audits, this committee *may* need to be available for an extraordinary meeting before then

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 Ends – 20:14

