



WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: clerk@wintertononsea-pc.gov.uk

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 9th September 2026 at 6:30 PM at the Village Hall

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

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. R. Tooke & Cllr. M. Bobby*
- 2.2 Quorum was determined

2. Declarations of Interest

- 2.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item. NONE
- 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, 10th June 2026, were an accurate record of that meeting.
- 3.2 The Action Log from that meeting were reviewed – 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, year-end to 31st Aug 26. (Fin. Regs 4.8). There were no overspends to report.
To NOTE that the 2nd part of the precept is due for payment at the end of September.
Income is comparable to the same time period in 2025-26 for the recreation ground and the Village Hall hire. To continue to monitor
With regards to the “Admin” Line, as per previous years, 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 2027.
All other budget lines are on target at present.
- 4.2 The Bank Reconciliation to the end of August 2026 was reviewed by the committee and is recommended for approval at the next full council meeting. Cllr 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 his agreement. *Cllr. J. Smithson* has continued to supply this internal control throughout the financial year. (Fin. Regs 2.2).

- 4.3 As per Fin. Regs 5.1, the committee reviewed the banking arrangements, mandate, and arrangements remain unchanged, including the signatories as *Cllr. D. Clegg*, *Cllr. L. McMahon* and *Cllr. N. Coe*. Banking arrangements with Unity Trust.
- 4.4 The Chair confirmed all invoices to date have been examined, verified, and certified as per Financial Regulations 5.3. Two outstanding invoices requiring refunds have been reported. This is in reference to the cancellation of the Winterton Festival. All other Stall payments have been refunded. *Cllr. D. Clegg* has reviewed and signed the payments and receipts presented this quarter.
- 4.5 The list of regular payments for 2026/27 was reviewed as per Financial Regulations 5.3. The following changes were conveyed and ACCEPTED.
- Octopus Energy for the Changing Rooms has been added as a DD. Took over from Eon Next.
 - The Eon Next DD has been removed
 - It was NOTED that Supplier Wave monthly charge has in July from 38pm to 84pm – **ACTION – Clerk J. Towne to contact WAVE for confirmation that this now covers both water and sewerage charges.**
 - It was NOTED that Microsoft Basic Office price has increased from £55.20 to £64.80 per annum. This has been moved to be paid direct from the Corporate Card.

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. M. Shepperd* and *Cllr. J. Smithson*

5. Housekeeping

- 5.1 It was CONFIRMED that the August P & R was APPROVED via email due to no full Council Meeting in August.

6. 2026-27 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. A proposal to increase the budget line for “Grants” by £700. After reviewing the current spends which have been completed with no further payments against those lines required, it is apparent that the proposed amount of £700 could come from those. To be recommended to full Council for Approval. No further revisions to the budget were recommended. (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 Earmarked Reserves were examined.
At present there is a reserve titled Recreation Ground Defib. As the Parish Council are hoping to fund 2 x Defibs in different locations, it is proposed to remove

“Recreation Ground” from the title. The estimated cost of these is £2,500. To take to full meeting for approval to transfer the deficit of £700 from the General Reserves and place the order.

All other earmarked reserves are to remain.

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

7.1 Nothing else to add to those already minuted.

8. 2026-27 Budget & Precept

8.1 The annual income and expenditure (without reserves and concurrent functions) were CONSIDERED with no changes recommended at this time.

9. Any Other Business – NONE

10. Date of Next Meeting

It was AGREED that the next meeting of the Finance Committee will be held on Wednesday, 9th December 2026 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.

11.1 Consideration was given to the grant application from Winterton In Bloom. Councillors approved the application. To be recommended to full Council for approval

Meeting Ends – 19:10