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WITHERIDGE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee held 20/11/25 19:00 at Witheridge Rest A While Day Centre

MEMBERS PRESENT:

Cllr Cunningham - Chairman

Cllr Dorow
Cllr Goodwin

Cllr Richardson Cllr Bibby Parish Clerk

1. To Note Apologies.

Apologies noted from Cllr Harvey. Cllr Bibby substituted.

- 2. To consider Code of Conduct Matters:-
 - 2.1. Written councillor dispensation requests arising.

None.

2.2. Declarations of Interests not declared in the Register of Interests.

None.

3. 19/06/25 - To Approve the Minutes of the Previous Committee Meeting.

RESOLVED: Cllr Dorow proposed, Cllr Richardson seconded and all were in favour approval.

- 4. To consider the following Finance matters:-
 - 4.1. Internal Audit Report Yr Ending 31/03/25 Recommendations*.

RECOMMENDED: Report circulated to cllrs with meeting papers for reviewed and adopted with the exception of RECOMMENDED changes to Asset Register. *Clerk to action*.

4.2. Internal Auditor Appointment.

RECOMMENDED: Cllr Goodwin proposed, Cllr Dorow seconded and all were in favour PATAS appointment. *Clerk to action*.

4.3. Current Financial Year Budget Review.

Cllrs reviewed spend to date and projected to year end.

RECOMMENDED: Cllr Goodwin proposed, Cllr Richardson seconded and all were in favour noting with no issues.

4.4. Next Financial Year Budget Draft.

Cllrs reviewed the draft budget for 2026/27.

RECOMMENDED: Cllr Dorow proposed, Cllr Richardson seconded and all were in favour adoption the budget totalling £57366. *Clerk to action*.

- 5. To consider Policy Matters:-
 - **5.1. Reviews** (Current versions available www.witheridgepc.org under policies):-
 - 5.1.1. Standing Orders*.

RECOMMENDED: Cllr Goodwin proposed, Cllr Richardson seconded and all were in favour adoption as amended. *Clerk to action*.

5.1.2. Financial Regulations*.

RECOMMENDED: Cllr Richardson proposed, Cllr Goodwin seconded and all were in favour adoption as amended. *Clerk to action*.

5.1.3. Statement of Internal Control*.

RECOMMENDED: Cllr Goodwin proposed, Cllr Bibby seconded and all were in favour adoption as amended. **Clerk to action.**

5.1.4. Risk Management*.

RECOMMENDED: Cllr Richardson proposed, Cllr Goodwin seconded and all were in favour adoption with no changes. *Clerk to action*.

5.1.5. Safeguarding.

RECOMMENDED: Cllr Bibby proposed, Cllr Dorow seconded and all were in favour adoption as amended. *Clerk to action*.

5.1.6. Asset Register*.

RECOMMENDED: Cllr Goodwin proposed, Cllr Dorow seconded and all were in favour adoption as amended. *Clerk to action*.

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5.2. Approve New Draft Policies:-

5.2.1. Harassment (Worker Protection Act 2023 imposes a legal duty on employers to take reasonable steps to prevent sexual harassment in the workplace, a duty that took effect on October 26, 2024).

RECOMMENDED: Cllr Goodwin proposed, Cllr Richardson seconded and all were in favour adoption of draft policy. *Clerk to action*.

5.2.2. IT (AGAR – Assertion 10 – new clause).

RECOMMENDED: Cllr Richardson proposed, Cllr Goodwin seconded and all were in favour adoption of draft policy and new council domain name www.witheridge.gov.uk together with emails in the format <name>@witheridge.gov.uk. Clerk to action.

Meeting closed 20:00

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WITHERIDGE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee held 20/11/25 19:00 at Witheridge Rest A While Day Centre

Expendit	ure Yr Endi	ng		2025/26 Budget	Spend to 11/11/25		Estimated Spend to Yr End	2026/27 Proposed Budget CPI Sep 25:-	2027/28 Budget	2028/29 Budget
31/03/2023	31/03/2024	31/03/2025						3.80%	3.80%	3.80%
			EXPENSES							
£1,379	£1,781	£1,553	Administration Total	£1,929		£1,110	£819	£2,002	£2,078.39	£2,157
£30	£124	£21	Chairman Allowance - LGA72s15(5)	£200		£127	£73	£200	£200	£200
£126	£135	920	Defib - LGA72s137	£300		03	2300	2300	£311.40	£323
£7,789	£10,059	£7,592.76	Environment	£15,000		£9,799	£5,201	£15,570	£16,161.66	£16,776
£1,752	£2,087	£1,771	Insurance - LGA72s111	£1,751		£1,828	02	£1,897	£1,969.54	£2,044
£0	92	20	Election Costs	20		03	03	£500	£500	£500
£12,294	£13,782	£12,478	Payroll - LGA72s112:	£15,099		£9,700	£5,435	£17,000	£17,646.00	£18,317
£347	£758	£643	Office/Store	£500		£957	€500	2993	£1,030.93	£1,070
£8,777	£7,755	£7,154	Public Conveniences - PHA36s87 inc PWLB Loan	£10,000		£5,990	£4,010	£10,000	£10,380.00	£10,774
£0	£0	£0	Willow Rise Npos	£500		03	€500	2500		
£354	£397	£524	Subscriptions:	£439		£508	€50	£527	£547.34	£568
£0	£315	£0	Training - LGA72s111	£750		£35	£715	£300	£311.40	£323
£1,580	£1,094	£2,024	December Celebration - LGA72s145	£2,000		€27	£1,973	£2,076	£2,154.89	£2,237
£927	£1,088	£1,560	Grant Fund	£2,000		£0	£4,892	£2,000	£2,000	£2,000
£190	£330	£330	Public Rights of Way - OSA06s10	£0	_*	£363	£0	02	£0	03
£681	£3,346	£3,040	Parish Clock Fund	£1,000	arm	£6,290	£0	€500	£500	£500
£1,032	£754	£630	Public Toilet Block	920	larke	£22,236	£0	£500	£500	£500
£9,130	£129,138	£4,850	Youth & Childrens Projects	£500	ă F	£7,734	£15,660	£500	£500	£500
£1,284	£362	£848	Street Furniture	£500	Earmarked Funding	£250	£0	2500	£500	£500
03	£0	20	Cemetery Earmarked Reserve	£500	D D	920	£0	€500	£500	£500
			General Reserve			£624	£0	£1,000	£1,000	£1,000
£36,901	£47,671	£45,018	TOTALS	£52,968		£67,577	£40,128	£57,366	£58,792	£60,790

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WITHERIDGE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee held 19/06/25 19:00 at Witheridge Parish Hall

Precept History Precept Hi	Current £26,6 Deposit £56,8 Plus Income to Yr End VAT Control (To be reclaimed) Leased Room Annual Rent to Yr End Less Additional Expenditure to Yr End Estimated Balance at 31/3/26 Budget Funded BY:- Precept History 2014/15 £27,7 2015/16 £27,7 2016/17 £28,4 2017/18 £30,7 2018/19 £31,3 2019/20 £32,9	£83,507 £8,584 £896		
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Signature: Chairman Date: Page 4 of 4