

**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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Expenditure Yr Ending			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
£30	£124	£21	Chairman Allowance - LGA72s15(5)	£200	£127	£73	£200	£200
£126	£135	£0	Defib - LGA72s137	£300	£0	£300	£300	£311.40
£7,789	£10,059	£7,592.76	Environment	£15,000	£9,799	£5,201	£15,570	£16,161.66
£1,752	£2,087	£1,771	Insurance - LGA72s111	£1,751	£1,828	£0	£1,897	£1,969.54
£0	£0	£0	Election Costs	£0	£0	£0	£500	£500
£12,294	£13,782	£12,478	Payroll - LGA72s112:	£15,099	£9,700	£5,435	£17,000	£17,646.00
£347	£758	£643	Office/Store	£500	£957	£500	£993	£1,030.93
£8,777	£7,755	£7,154	Public Conveniences - PHA36s87 inc PWLB Loan	£10,000	£5,990	£4,010	£10,000	£10,380.00
£0	£0	£0	Willow Rise Npos	£500	£0	£500	£500	
£354	£397	£524	Subscriptions:	£439	£508	£50	£527	£547.34
£0	£315	£0	Training - LGA72s111	£750	£35	£715	£300	£311.40
£1,580	£1,094	£2,024	December Celebration - LGA72s145	£2,000	£27	£1,973	£2,076	£2,154.89
£927	£1,088	£1,560	Grant Fund	£2,000	£0	£4,892	£2,000	£2,000
£190	£330	£330	Public Rights of Way - OSA06s10	£0	£363	£0	£0	£0
£681	£3,346	£3,040	Parish Clock Fund	£1,000	£6,290	£0	£500	£500
£1,032	£754	£630	Public Toilet Block	£0	£22,236	£0	£500	£500
£9,130	£129,138	£4,850	Youth & Childrens Projects	£500	£7,734	£15,660	£500	£500
£1,284	£362	£848	Street Furniture	£500	£250	£0	£500	£500
£0	£0	£0	Cemetery Earmarked Reserve	£500	£0	£0	£500	£500
			General Reserve		£624	£0	£1,000	£1,000
£36,901	£47,671	£45,018	TOTALS	£52,968	£67,577	£40,128	£57,366	£58,792
								£60,790

*Earmarked Funding

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Cash Book Balances 11/11/25					
Current	£26,672				
Deposit	£56,835				
		£83,507			
Plus Income to Yr End					
VAT Control (To be reclaimed)		£8,584			
Leased Room Annual Rent to Yr End		£896			
Less Additional Expenditure to Yr End					
		-£40,128			
Estimated Balance at 31/3/26				£52,859	
Budget Funded BY:-					
				Precept :-	£50,000
				16% Increase	
				General Reserve:-	£7,366
Precept History					
		Band D rate	% Increase		
2014/15	£27,753	£61.18			
2015/16	£27,753	£60.63	-1%		
2016/17	£28,484	£61.46	1%		
2017/18	£30,762	£67.22	9%		
2018/19	£31,378	£68.93	3%		
2019/20	£32,946	£68.10	-1%		
2020/21	£34,646	£71.41	5%		
2021/22	£34,646	£69.79	-2%		
2023/24	£39,000	£74.74	7%		
2024/25	£40,950	£79.05	6%		
2025/26	£43,000	£79.79	1%		
2026/27	£50,000				
Earmarked Funding:-					
		Current	Committed	Yr End Projected	
Cemetery Extension - OSA06s9		£4,500		£4,500	
Election Reserve		£2,800		£2,800	
General Reserve		£4,430		£4,430	
Grant Fund		£5,417	£4,892	£525	
Historical Archive		£447		£447	
PRoW		£3,269		£3,269	
Parish Clock Reserve		£442		£442	
Street Furniture Maint		£4,224		£4,224	
Toilets - PHA36s87		£0		£0	
Youth & Childrens Projects		£21,980	£15,660	£6,320	
TOTAL Earmarked		£47,509	£20,552	£26,957	

Signature:

Chairman

Date: