



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Finance Committee Meeting

This meeting was open to the press and public (Public Bodies (Admission to Meetings) Act 1960)

Date of Meeting Monday 24th February 2025

Location	The Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot RG31 7AW at 19:30
Present	Chairman: Cllr Claire Tull Members: Cllrs Bedwell, Lenaghan and Littlewood. Also present: Pam Kirkpatrick (Clerk)
Circulation	All committee and council members.

Open forum for members of the public

None.

Finance Committee Meeting Minutes – Monday 24th February 2025

Announcement of Public Session

No.	Notes	Action
F24-24/25	To receive apologies for absence Members accepted apologies from Cllrs Mistry and Sharma.	
F25-24/25	Declarations of Interest relevant to the Agenda None.	
F26-24/25	Minutes of the Finance Committee meeting held on Monday 2nd December 2024 APPROVED and ADOPTED. Proposed by Cllr Littlewood and seconded by Cllr Bedwell.	
F27-24/25	Payments Payment sheet 11-2024/25: APPROVED.	

Chairman's initial of loose-leaf page ____

<p>F28-24/25</p>	<p>Review of current financial situation</p> <p>Reports were received and reviewed on:</p> <ul style="list-style-type: none"> a) Income and Expenditure to date b) Bank Balances, Earmarked Reserves and Capital Reserves c) Community Infrastructure Levy Monies <p>Members recognised overspends in expenditure, the costs of which had been approved by Council.</p> <p>Members noted that the street nameplates are less than budgeted for and, therefore, only the Earmarked Reserve (EMR) for Community & Environment will be used to fund these (no Community Infrastructure Levy CIL monies will be used).</p> <p>Members acknowledged that by, approximately, mid 2025/26 the CIL monies EMR will have approximately £89,000 remaining (subject to grant awards and final project costings) and that £46,608.85 must be used before 03/05/2027 and the remaining balance must be used by 25/10/2027.</p>	
<p>F29-24/25</p>	<p>VAT</p> <p>The Clerk provided a verbal report to inform members that, due to The Garage development works, the sum of the VAT on VAT-exempt work will breach the de minimis of £7,500 this financial year. Having sought professional advice, the Clerk scrutinised the last 7-years of expenditure. The average, VAT on VAT-exempt work, over this period of time, is calculated to be below the de minimis threshold. These figures and workings were issued to the internal auditor who confirmed that the sums are 'fair and reasonable'.</p> <p>The Clerk further reported that, as solar panels will be installed on the Beansheaf Centre in the next financial year, it is possible that the de minimis threshold maybe breached again and that this may mean that no VAT for exempt activities can be reclaimed in the next financial year. This will be monitored closely throughout the year.</p> <p>Members heeded the information and AGREED that the works being completed are large and important projects and the loss of the VAT recovery on VAT exempt activities is a minor financial burden comparatively.</p>	
<p>F30-24/25</p>	<p>Local Government Pay Claim 2025/26</p> <p>The Clerk advised members of the proposed NJC's Local Government Pay Claim for the year 2025/26. As in previous years, a final offer will not likely be received for some time.</p>	

F32-24/25	<p>Appointment of Internal Auditor and year end accounts management</p> <p>AGREED:</p> <p>1) That Claire Connell is employed as the Internal Auditor for the financial year 2025/26.</p> <p>a) that the scope of the Internal Audit is as described:</p> <ul style="list-style-type: none"> - The internal audit will be carried out in accordance with the guidance provided in ***"Governance and Accountability for Local Council: A Practitioners' Guide"***; - An internal audit plan will be drawn up in consultation with the Responsible Officer and with reference to the Council's Risk Assessment; - The internal audit plan will ensure that the internal audit work covers the necessary areas so that the assurance to be given in the annual audit report can be made. <p>2) That the Clerk will complete the year end accounts for the year 2024/25 which will incur additional working hours. This is an on-going agreement and the Clerk's salary will be adjusted accordingly for the additional working hours that will be incurred annually (as previously agreed by full council).</p>	
F33-24/25	<p>Insurance and Health and Safety</p> <p>APPROVED:</p> <p>1) Annual Management Risk Assessment which noted some minor changes from previous years.</p> <p>2) Insurance Cover from Zurich at an annual cost of £5,630.90. Members noted that the 'long term' insurance period expires on 1st April 2026.</p>	
F34-24/25	<p>Honorarium</p> <p>AGREED: that Mr Prior is awarded an honorarium of £600 for his continued commitment to unlocking/locking the gates at the Underwood Road playground during 2024/25.</p>	
F35-24/25	<p>Review of Existing Contracts and payment methods</p> <p>APPROVED: the list of current contracts/contract prices and payment methods. However, members questioned whether a landline phone is still required in the Beansheaf Centre (especially considering the digital switch). Clerk to seek advice from ACRE.</p>	Clerk
	<p>Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Members resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following item. No press and public were present at the meeting.</p>	

F36-24/25	<p>Open, review and select contractor</p> <p>1) Members opened the bids received for The Garage in turn and graded them against the set criteria.</p> <p>Contractor AGREED for full council ratification. It was further AGREED that regular, informal meetings should be held with the selected contractor during the first year to ensure their success whilst settling in at the Linear Park.</p> <p>2) Members opened the bids received for the Grounds Maintenance Contract in turn of order received and graded them against the set criteria.</p> <p>Clerk to input the scores formally and advise the Committee by e-mail of the final outcome. The selected contractor to be ratified by full council.</p> <p>The quality of bids received was very high.</p>	
-----------	---	--

	There being no other business, the meeting closed at 20:58	
--	--	--

Signed: (Finance Committee Chairman) **Dated:**

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	27 th February 2025

Chairman's initial of loose-leaf page ____