

**SUMMARY OF FINANCE COMMITTEE MEETING FOR
CULWORTH PARISH COUNCIL
held on Thursday 28th August 2025 at 7pm in the Chairman's home**

Present: Andrew Wilby (AW) Chairman
Andrew Field (AF) Councillor
Jose Rowling (JR) Councillor
Amy Harrison (AH) Councillor

(Total 5) Gary Denby (GD) Clerk

Public: None.

Welcome to committee members by AW.

1. Apologies received:- None, all present.
 2. **Discussion of a DRAFT Terms of Reference for the committee** (see APPENDIX A), as prepared by the Parish Clerk.
 - 2.1 Agreed by all present as acceptable basis for recommendation to the Parish Council at its next meeting.
 - 2.2 Constitution of the Finance Committee. Agreed as follows:-
 - Chairman – Andrew Wilby
 - Internal Finance Officer – Jose Rowling (checks accounts quarterly)
 - Parish Clerk – providing accounts information and interim bills to be paid
 - Additional Account Signatory – Amy Harrison
 - Additional Councillor – Andrew Field
- The Clerk suggested updating of the Unity Trust mandate once the new Clerk is in post. However, it was agreed to setup AH as a signatory, meanwhile **GD**.
- 2.3 The Clerk usually puts contracts such as street lighting and mowing out to public contract every three years. However, the Finance Committee could pick-up small ad-hoc items with less fuss, so long as within the planned budget. Three quotations might not be necessary for these.

3. Current Parish Council Finances

- 3.1 Budgeting how the **£1,000** set aside (contingency) might be utilised
- 3.2 The Parish Council needs to bottom-out the relationship with the Ginny Staniford and the (hopefully regular) Christmas Trail; its carried-forward funding from the Fun Day; the council meeting some expenses and a small £200 grant from HS/2? Its public event liability insurance? Responsibility for covering any losses? Formally passing on any accrued profits (to the next year or the new village hall project)? Allocating a separate Parish Council interest-bearing account to facilitate this?
- 3.3 Having Christmas Lights in the trees around the green in the centre of the village seem to have been dropped, upon the practicalities of supplying power to them.

- 3.4 There have been discussions over perhaps having a village flag pole (on the green)? **£250** might be set-aside for this, but how much would a pole cost (**new Clerk**).
- 3.5 Another suggestion is that of an electric BBQ for the next summer event (AF has donated a gas BBQ for the Christmas event)?
- 3.6 Promoting a village **Neighbourhood Watch** scheme would a use for these funds. This might also alleviate some of the Play Park issues? A grant of **£30** could supply free stickers and notices (also add to the village Newsletter).
4. Consider the **draft July 2025 Minutes Section 18** (held in Camera)
 - 4.1 The In Camera session was as a courtesy to the Village Hall committee. Given they have now 'signed-up' to the proposals, revisions to the structural changes can now proceed.
 - 4.2 It was agreed that the APPENDIX C Pavilion design (for which permission has been granted) shall be removed (only its footprint is likely to remain). The in camera item can then published along with the minutes of the July 2025 meeting (the proposed timeline and CHFT/VHT delivery programme remain).
 - 4.3 Planning advice is required upon the valuation of the current Village Hall site as a development plot (not a simple matter given its shape and slope) **TBA**.
5. **Recommendations for the September** Parish Council meeting.
 - 5.1 Recruitment of a replacement Clerk scenario (**GD**).
 - 5.2 An Update on the Christmas Trail (**GS**).
 - 5.3 **AH** is considering the use of Social Media to promote parish Council activities. If the council transfers its site from Hugo Fox to Cuttlefish, the latter has automatic connections through to FaceBook, YouTube and the likes. Would a Parish Online web site offer the same (**new Clerk**).
 - 5.4 Any support for a Community Library (utilising the redundant telephone kiosk on The Green)?
 - 5.5 Next Finance committee meeting: date to be agreed.

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Chairman

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Date

Meeting concluded 9pm.

APPENDIX A: August Draft terms of Reference for the Finance Committee

Culworth Parish Council

Finance Committee – Terms of Reference – August 2025 DRAFT

1) Committee Membership

- a) From the July 2025 Parish Council Meeting (11.1), a Finance Committee was considered, comprising the Chair + Vice Chair + two more, balancing experience and practicalities. This will have a busy year (2025), regards the new Clerk remuneration and liaising with CHFT and its activities. Date to be arranged over the summer period.
- b) The quorum is three, though two is acceptable if only discussing urgent contractor payments (3b below).
- c) The Clerk / Responsible Financial Officer can be included in the meeting, if he or she is available, since the committee is discussing public monies, with legal obligations in doing so.

2) Committee Minutes

- a) Minutes of Finances Committee meetings shall be recorded by the Chairman of the meeting, or the Clerk / Responsible Financial Officer if in attendance. This records the recommendations of the committee, supplied with the next Parish Council meeting agenda.
- b) Sections of the minutes may be 'in camera' if discussing confidential contract information. These will be published in full upon request, when possible to do so within current GDPR regulations. For example contract price bids, subsequent to awarding a contract. Employee salary rate are likely to remain confidential.

3) Purposes of the Committee

- a) To reduce Parish Council meeting durations, since financial technicalities and contract comparisons can be made outside the main meeting of Councillors.
- b) To facilitate the bi-monthly meeting of the Parish Council, by authorising the interim payments to council creditors and those associated with the village hall renewal. All such payments shall be within the previously agreed budgets of the Parish Council. The Parish Council bank account shall not be caused to go overdrawn. The Parish Council online bank account shall continue to require the setting-up of payments by either the Clerk or Chair, then two additional on-line approvals by those registered to do so.
- c) The committee may ask to review and approve the current Parish Council accounting spreadsheet and its reconciliation against the Parish Council bank accounts; also the latest updated budget summary of the same.

4) Restrictions upon the Committee

- a) Decisions are made by the Parish Council; this committee makes recommendations.
- b) These Terms of Reference may be changed, after the approval of the Parish Council.