

Finance Committee Meeting

Tuesday 28th October 2025 at 1.30pm

in the Parish Council Office

To Councillors: Graham Lee (Chairman), Norton Mahy (Vice Chair), Chris Button, Ian Duffy, Vinny Hall, Martin Hoffman, David Sims, Joan Yates.

Membership: All parish councillors.

Quorum: Three

Meetings: As required and at least annually in relation to budget setting.

Terms of Reference:

1) Advisory role to full Council on financial matters including review of contracts, quotations, prices, wages and budget setting.

2) Delegated powers may be granted by full Council for a specific purpose(s).

3) Reports to all councillors following meetings.

4) Minutes to full Council for approval and publication. Information on the financial matters of the Parish Council is published on the web.

On financial matters of the Parish Council is published on the [Website](#) and in the [Yearbook](#)

Agenda

The meeting is open to members of the public and press unless a resolution for a particular agenda item decides otherwise.

- 1 **Apologies for absence** – To receive and accept apologies for absence.
- 2 **Minutes Proposal** – To approve the draft minutes of the [Finance Committee Meeting](#) on 16th January 2025 as an accurate record of proceedings.
- 3 **Interests** (a) to receive declarations of interest from Councillors on items on the agenda (b) To receive written requests for dispensations for declarable interest and (c) To grant requests for dispensation as appropriate. Where any declaration of interest involving the Chair, the meeting to agree an alternative individual to take the Chair to that item(s).
- 4 **Exclusion of Press and Public** – *To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted, namely, [Financial] for agenda item(s) 5, 6 & 7.*
https://www.ashwell.gov.uk/downloads/what_the_parish_council_does_from_may_2023/from_sept_2023/an146-council-meetings-admission-of-public-and-press_1_.pdf

5 Audit Matters

5.1 2023/24 – To note any correspondence and agree any actions.

5.2 2024/25 – to note any correspondence and agree any actions.

5.3 Audit 2025/26

5.3.1 **To note the information on the APC website, to note the NALC Guidance “Good Councillor Guide to Finance & Transparency” and the procedures followed.**

<https://www.ashwell.gov.uk/parish-council/budgets-and-audits/>

<https://www.ashwell.gov.uk/parish-council/roles-and-responsibilities/>

5.3.2 **To note any changes to the NALC/SLCC Practitioners’ Guide published in March 2025 and consider any actions required.**

<https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>

There are notes/links on the NALC website summarising any changes from year to year.

NB councils are not expected to apply any changes retrospectively.

5.3.3 **Review of Effectiveness of Internal Audit** - To note the requirement that this be considered within the relevant financial year. To note the last review, March Council 2025 31.7.1 and the next scheduled review, March Council 2026.

5.3.4 **Financial Risk Management Record** - To note the current document (NALC model March 2025). <https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>

5.3.5 **Internal Auditor.** To note the NALC guidance on appointments and consider any action required. <https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>

6 **Review of contracts and preferred suppliers.** To consider proposals to be made to full Council for the following: See Internal Audit documents from 2024-25 financial year.

<https://www.ashwell.gov.uk/parish-council/budgets-and-audits/>

6.1 Contracts – Current grounds maintenance contracts, (i) pitch maintenance at the Recreation Ground, (ii) grounds maintenance of land that the Parish Council is responsible for.

6.2 The current preferred suppliers list; proposals for any amendments/additions.

6.3 Tenancy agreements for both Parish Council as landlord and as tenant.

7 **2025-26 budget review and budget setting for 2025-26.** To consider proposals to be made to full Council for wages, prices, premises costs, quotes in hand, contingencies, costs of future projects and the setting of the parish precept for 2025-26. To note the budget and precept to be formally proposed to full Council meeting and the required figures submitted to NHC following receipt/confirmation from them of the tax base figure and the CTRS grant.