MINUTES OF MEETING OF FINANCE COMMITTEE
13 October 2025
10:00, Woolton Hill Church Hall

Chairman:	**Cllr Hurst (Chair)**
Present:	**Cllr Rand, Cllr Titcomb**
Clerk:	**Amy White**

1. **Welcome and apologies**
   Cllr Hurst welcomed everyone to the meeting.

2. **Review of Minutes of last Meeting**
   The Minutes of the meeting held on 15 September 2025 were agreed and signed by the Chair, Cllr Hurst.

3. **Actions arising from meeting held on 15 September 2025**
   - Clerk to amend Terms of Reference to reflect the update to audit processes once the internal report is received- Actioned. The ToR has been amended to suit the current audit process (4.22-4.26 on the Practitioners Guide) and will be placed on the website.

4. **2025/26 Q2 summary**
   The summary is attached to the end of the Minutes.
   The council is at approx. 50% of budget at end of Q2. The committee was confident of sound financial management of the budget.
   Maintenance budget: Approx. £3k left for the rest of the financial year.
   Maintenance risk still identified: Trees; ongoing ageing assets.

5. **IT/Cyber security policies**
   Assertion 10 in the Practitioners Guide, a new requirement for audit from 25/26, formalises a requirement for councils to demonstrate compliance with data protection and digital governance obligations (previously part of Assertion 3). The wording for the recognition of Assertion 10 has now been added to the Cybersecurity policy, which will be renamed IT/Cybersecurity policy. The committee was confident that it already met all requirements for Assertion 10.
   As per the policy schedule, the committee approved the new policy wording; this policy will now be updated and added to the website.
   Action: Cllr Rand to remind councillors regarding password and document security at full council (20 October).

6. **Items for next meeting:**
   Budget first draft.

Next meeting: 10 November 2025.

East Woodhay Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Costs				21,372.00	10,228.54	11,143.46	11,143.46 (52%)
7	Clerk Expenses				200.00	54.79	145.21	145.21 (72%)
8	Subscriptions & Memberships				1,100.00	1,102.00	-2.00	-2.00 (-0%)
9	Insurance				2,000.00	1,451.20	548.80	548.80 (27%)
12	Training				300.00		300.00	300.00 (100%)
13	Audit & Professional Fees				650.00	635.00	15.00	15.00 (2%)
21	Litter Warden Expenses				420.00	210.00	210.00	210.00 (50%)
30	Chairman's Allowance				100.00	6.75	93.25	93.25 (93%)
34	Payroll Admin				240.00	140.00	100.00	100.00 (41%)
37	Accounting Software				410.00	204.00	206.00	206.00 (50%)
38	Website Admin				120.00	59.94	60.06	60.06 (50%)
40	Admin- Misc				400.00	412.93	-12.93	-12.93 (-3%)
48	Hall Hire				500.00	187.50	312.50	312.50 (62%)
49	Legal Fees				2,000.00		2,000.00	2,000.00 (100%)
50	WFH Expenses				320.00	130.00	190.00	190.00 (59%)
	SUB TOTAL				**30,132.00**	**14,822.65**	**15,309.35**	**15,309.35 (50%)**

Earmarked Reserves

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Working Reserve							(N/A)
35	CIL					2,951.00	-2,951.00	-2,951.00 (N/A)
41	Boardwalk Project							(N/A)
42	Scribbens							(N/A)
43	Meadowbrook S106							(N/A)
	SUB TOTAL					**2,951.00**	**-2,951.00**	**-2,951.00 (N/A)**

Maintenance

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	S.137							(N/A)
17	Playground Maintenance				3,000.00	2,958.61	41.39	41.39 (1%)
25	Misc. Maintenance				6,000.00	3,731.89	2,268.11	2,268.11 (37%)
26	Annual Maintenance Agreement				11,200.00	5,434.98	5,765.02	5,765.02 (51%)
27	Footpaths							(N/A)
28	Highways							(N/A)
29	Speed Indicator Placement				1,500.00	770.00	730.00	730.00 (48%)
31	CCTV Maintenance				650.00	600.00	50.00	50.00 (7%)
33	Tree Survey							(N/A)
36	Grants							(N/A)
51	S106 Spend					5,296.00	-5,296.00	-5,296.00 (N/A)
	SUB TOTAL				**22,350.00**	**18,791.48**	**3,558.52**	**3,558.52 (15%)**

East Woodhay Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

Planning

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
32	Planning				2,500.00		2,500.00	2,500.00	(100%)
	SUB TOTAL				**2,500.00**		**2,500.00**	**2,500.00**	**(100%)**

Receipts

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
1	Precept	44,550.00	44,550.00						(0%)
3	Bank Interest	1,200.00		-1,200.00				-1,200.00	(-100%)
4	VAT Refund								(N/A)
5	Rental Income	693.00		-693.00				-693.00	(-100%)
22	Litter Warden Grant	7,734.00	7,733.44	-0.56				-0.56	(-0%)
23	CIL Grant	4,000.00	866.56	-3,133.44				-3,133.44	(-78%)
24	Grass Cutting Grant BDBC	2,100.00	2,072.84	-27.16				-27.16	(-1%)
44	County Councillor Grant								(N/A)
45	Grants- other								(N/A)
47	S106 Receipt		5,467.30	5,467.30				5,467.30	(N/A)
	SUB TOTAL	**60,277.00**	**60,690.14**	**413.14**				**413.14**	**(0%)**

Summary

NET TOTAL	**60,277.00**	**60,690.14**	**413.14**	**54,982.00**	**36,565.13**	**18,416.87**	**18,830.01**	**(16%)**
V.A.T.					4,541.49			
GROSS TOTAL		**60,690.14**			**41,106.62**			

East Woodhay Parish Council
Reserves Balance
2025-2026

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
Working Reserve	8,893.98	4,204.26			13,098.24
CIL	3,604.00	4,831.21			8,435.21
Scribbins	5,000.00				5,000.00
Meadowbrook	10,000.00				10,000.00
Total Earmarked	**27,497.98**	**9,035.47**			**36,533.45**
TOTAL RESERVE	**27,497.98**	**9,035.47**			**36,533.45**
GENERAL FUND					22,255.16
TOTAL FUNDS					58,788.61