

WENDOVER PARISH COUNCIL

Minutes of the Finance Committee Meeting

18th November 2025 at 7:40pm

Wendover Community Library, Wendover HP22 6DU

Present: Councillors Gallagher, O'Donnell, Tipper, Walsh and Worth

Clerk and Minutes: Andy Smith

Members of Public: 0

1. APPOINTMENT TO THE COMMITTEE

F25/59 It was **RESOLVED** that Councillors Mackinlay and Coupland become members of the Finance Committee.

2. APOLOGIES

F25/60 None

3. DECLARATIONS OF INTEREST

F25/61 None

4. PUBLIC PARTICIPATION

F25/62 None

5. MINUTES

F25/63 The minutes of the Finance Committee 5th August 2025 were **RESOLVED** as a true record and signed by the Chair.

6. CLERKS REPORT AND CORRESPONDANCE

F25/64 The Clerk updated committee on an issue highlighted by the skatepark finances in that some error corrections meant that some people could misinterpret the skatepark costs. The costs are accurately represented in the accounts and Project Costs report and the issues were noted

7. STATE OF THE FINANCE AND REPORTS

F25/65 It was noted that there may be different ways to present the accounts that will help councillors understand the position we were in financially. It was further noted that The Chair of Finance and Clerk would look into different report formats including phasing the budgets for monthly comparisons

a. Review of the I&E report, EMRs and balance sheet for Oct 2025

F25/66 The report was reviewed and noted

b. To review the over £1000 report and VAT reclaim for Jul-Sep 2025

F25/67 The report was reviewed and noted.

c. To review the bank reconciliations for Jul-Sep 2025

F25/68 The reconciliations reports were reviewed and noted.

d. To receive an update on project costs up to Oct 2025

F25/69 The report was reviewed and noted.

e. To review the Flagstone account statements

F25/70 The report was reviewed and noted.

f. To review the year end projections

F25/71 The report was reviewed and noted and the discussion on budget under and overspends was referenced.

g. To review the internal control checklist

F25/72 The report was reviewed and noted.

h. To receive an update on the LGPS pension fund deficit and cessation value

F25/73 There was nothing to update

8. OTHER MATTERS

a. Process for authorising Payments to Consider

F25/74 The proposal was noted and considered. It was **RESOLVED** to approve the recommendation to make changes to the financial regulations as set out in the paper to mean that future payments to consider were signed electronically.

b. Grant and Fundraising Policy

F25/75 The proposal was discussed and it was **RESOLVED** to adopt the new policy and inform all councillors of the change.

c. Upgrade to finance system

F25/76 All three options and different suppliers were considered. It was **RESOLVED** to upgrade to the web based system with the current supplier.

F25/77 It was further **RESOLVED** to add the allotments management module to the system but no longer subscribe to the assets management module

F25/78 It was noted that this would mean an overspend in the finance software budget line

d. Budget for 2026/27

F25/79 The budget recommendations from previous committees were noted.

F25/80 The approval of the Councillor basic allowance was noted, it was further noted that not all Councillors would take the allowance and **RESOLVED** to amend the proposal to add an amount of £1,900 for the allowance and to keep any increase down we would reduce budget line 4315 (new streetlight columns) by 1000 and 4406 (Footpath maintenance) by £1000

F25/81 The Budget as amended was **RESOLVED** to be recommended by Finance Committee to the full Council for approval.

9. ITEMS FOR NEXT AGENDA

F25/82 It was noted that the committee should elect a vice chair at the next meeting.

10. DATE OF THE NEXT MEETING AND ITEMS FOR THE AGENDA

F25/83 The next meeting will be at 7:40pm on Tue 17th Feb 2026. It was further noted that agenda items would need to be with the office by 12 noon on the 9th February 2026.

11. CLOSURE OF MEETING

F25/84 As all business was transacted the meeting was closed at: 20:45

Signed by *Frances Tipper*

Chair to the Finance Committee

Date: 17th February 2026