

# MINUTES OF HORSMONDEN PARISH COUNCIL FINANCE COMMITTEE MEETING HELD AT HORSMONDEN VILLAGE HALL ON TUESDAY 23 SEPTEMBER 2025 AT 7.30 PM

**Present:** Cllrs Russell (Chair), Richards, Davis and Boon .

**In attendance:** Lucy Noakes (Clerk). No members of the public

**Declarations of Interest:** Declarations of pecuniary and non-pecuniary interest in accordance with the Code of Conduct were invited. There were no declarations of interest declared.

## 1. APOLOGIES FOR ABSENCE

Cllr Sheppard. Cllr Richards proposed acceptance for the reason for absence, seconded Cllr Davis, unanimous.

## 2. NOMINATE AND VOTE FOR CHAIR OF FINANCE COMMITTEE

Cllr Russell advised that he would be prepared to be Chair of Finance if nominated. Cllr Boon nominated Cllr Russell as Chair, seconded Cllr Davis, unanimous.

## 3. PUBLIC SESSION (no decisions)

None.

## 4. MINUTES OF PREVIOUS FINANCE MEETING

The Minutes of the Parish Council Finance Committee Meeting [29.07.25](#) had been previously circulated by the Clerk. Unfortunately, as only two of the members present were at the July meeting, the minutes could not be agreed by a quorum. They will therefore be brought to the next Finance meeting for acceptance.

## 5. BUDGET MONITORING Appendix 1 Detailed Receipts & Payments

The Clerk had circulated the attached Appendix 1 The Receipts and Payments report, to councillors prior to the meeting, together with a copy of the Nominal Ledger report which provides very detailed accounts .

The Committee went through each budget head in turn, considering the amount spent so far as well as taking into account any known expenditure still to come for each item of the budget so that the Council's current position on expenditure could be established. The following comments were made under each budget head:

### 110 Administration

**4030** As stated previously, it was noted that the Council will almost certainly go over budget on Employer NI, although this was not expected to have a large impact on expenditure as a whole.

**4095** It was noted that the amount represented as S137 under this heading was for grants and donations made by the Council so far this year. These had to be put under s137 as the Council no longer holds the General Power of Competence, hence any donations made to charities and other bodies are considered S137.

**4120** The Councillors were uncertain about cost for the new Parish Office but it was considered that the amount budgeted was still likely to cover all costs associated with rent for the new office as well as rent for those months required under the old office lease with the VH committee.

**4190** It was noted that over £200 of the expenditure was for a new defibrillator battery. The clerk suggested that the Council might wish to consider raising precept for up keep of the defibrillator next year as it needs new pads/battery quite regularly and these are not really 'office equipment'

**4200** The Clerk confirmed that she and the Deputy clerk still needed to make checks to see if the website conformed with all the necessary accessibility regulations as these were now enhanced. If these could not be suitably achieved the Council might need to look elsewhere for website provision with any resulting costs coming from General Reserves.

**4210** The clerk reminded Cllrs that next year they would need to renew the anti-virus protection for their laptops at approx. £35 each. This would be in addition to the anti-virus protection which the Clerks laptops need each year which is also approx. £35 each ( 11x £35 =£385 total )

**4220** It was noted that there was still an amount of £150 available to spend this year under Youth Provision. Suggestions were HOVEC Christmas event, or the Youth club .

**4320** Cllr Boon reminded everyone that the Council would need to look into purchasing a Banner to go on the corner of the Green before next Year APM , as this would be a much easier and more effective way of letting the public know that the current boards which had reached end of life. Quotations to be obtained.

**4280** The Clerk explained that ICO costs may increase once the Council has CCTV at the public Toilets

## **120 Outside Spaces**

**4320** The clerk advised that the Christmas lights were to be checked in the next week or so. If any problems were found a cherry picker may be necessary but it was hoped that this would not be the case as they had worked during the summer festival without any problems.

**4330** It was noted that tree work had gone over budget by quite a long way and suggested that next year's precept for this be raised .

**4340** There was still a budget amount left to be spent under this heading .

**4390** The Clerk suggested that this heading be changed from Traffic Solutions Projects to Speed indicators or something similar to more accurately reflect the expenditure. This was agreed by all.

## **130 Play Area**

Everything still looked well within budget under this area of the finances at present.

## **140 Toilets**

**4310** Maintenance was over budget already owing to some internal and external painting works which had become necessary . The internal paint works were a necessity following

mould which had developed suddenly on the ceilings as a result of wet tissue being stuck to the ceiling by vandals. The external paint works had been carried out as it was felt best to get this done prior to installation of a security gate and CCTV cameras which would make the painting more difficult. It was noted that other maintenance issues are difficult to predict for the toilets.

**4360** It was noted that there was an underspend on electricity which may be owing to the installation of the solar panels.

**4500** Water and sewage seems to be costing more than predicted possibly owing to an increase in water charges this year which had not been predicted.

It was suggested that the Clerks could investigate obtaining a tool to lift the manhole lid as this would make the job of reading the meter a little bit easier for Cllrs.

### **150 Street Lights**

**4310** The safety surveys had taken the Council over budget on Maintenance of Street lights. This was only required every five years but should be factored into the precept next time around if at all possible.

### **170 Asset Management**

**4730** Expenditure under The Institute Building had gone over budget, but as this was the tail end of last year's refurbishment works, no further expenditure as expected here. There had been no other expenditure under Asset Management so far.

The Clerk will check the minutes to see what had been agreed with monitoring the clock tower for further cracking and ensure this is being carried out.

Cllr Russell made the following statement from the Chair:

The Committee examined expenditure to date against the approved budget and took into account known expenditure for the remainder of the financial year. A few instances of projected over spend on accountancy heads were identified but there were acceptable reasons for this to occur and in total such overspends could be met by unbudgeted income and underspend on other heads. Overall, the position was agreed as acceptable

**There being no further matters to discuss the meeting ended at 8.45pm.**