DRAFT MINUTES OF HORSMONDEN PARISH COUNCIL FINANCE COMMITTEE MEETING HELD AT HORSMONDEN VILLAGE HALL ON TUESDAY 28 JULY 2026 AT 7.30 PM

Present: Cllrs Russell (Chair), Richards, & 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. None were provided.

1. **APOLOGIES FOR ABSENCE**
   Cllrs Davis and Sheppard. The reason for absence was proposed for acceptance by Cllr Richards and seconded Cllr Boon. Unanimous.

2. **PUBLIC SESSION (no decisions)**
   None.

3. **ELECT A CHAIR FOR FINANCE COMMITTEE**
   Cllr Richards proposed Cllr Russell as chair and the position was accepted. Seconded Cllr Boon, unanimous.

4. **MINUTES OF PREVIOUS FINANCE MEETING**
   The Minutes of the Parish Council Finance Committee Meeting 24.02.2026 had been previously circulated by the Clerk. Unfortunately, there were not enough members present within the quorum to verify the minutes as only two of the members present had attended the meeting in February . The minutes would therefore have to be considered again for approval at the next quarterly Finance Committee meeting.

5. **BUDGET MONITORING – END OF YEAR (Appendix 1 –Detailed Receipts & Payments)**
   The Clerk had circulated Appendix 1 beforehand for Cllrs to consider. The Committee went through each budget head in turn to ascertain the Council's position for each so far and made the following observations:

   110 ADMINISTRATION
   4000- Staff Salary – it was noted that the Council had not made any provision for the NALC rise in salary rates which would likely be announced later in the year . As it was not known how much this might be it was not possible to make any observations on the effect this may have on the amount budgeted.
   4120 & 4130 – it was noted that the amount of £225 for parish Office rent had been charged to Hall Hire 4130 in error and this cost should be transferred to 4120 Parish office .
   4140 - the cost of £420 for the Data Protection Officer should be transferred to 4280 GDPR Costs.

4360- the electricity charge of £19.24 should have come out of 120 4360 as it was for electricity to the VG boxes .

120 OUTSIDE SPACES
4300- This budget head was likely to exceed the budget as fertilizer and herbicide treatments on the Green had been required but were not budget for.
4300 – it was suggested that £485 which was for excavation costs should be moved to 4310 Maintenance
4330- it was suggested that a tree survey should be carried out in the autumn. Clerks to obtain a quote from Living Forest and bring to full council .
4360- it was suggested that the amount of £695.45 for emergency electricity cable works should also be moved to 4310
4510 –Clerks to ensure that Clearview windows only clean noticeboards and play area quarterly as invoices seemed to have arisen two months apart.

130 PLAY AREA
Nothing to note

140 TOILETS
It was noted that some repairs were needed to the men's toilet door as it was not locking properly and also to the tap as it sometimes stayed on .The repair to the door may be costly and likely to exceed budget potentially .

150 STREET LIGHTING
The Clerk to check when the Street lights next need a survey . It was mentioned that the Council may wish to look at potentially removing some lights in the future if they become inefficient to repair and costly to replace as the Council owns 46 lights and they are all roughly the same age. If all lights are to be retained , the amount in EMRs will need to be boosted considerably in order to cover the future costs .

170 ASSET MANAGEMENT
The milestone was mentioned as this may need some cleaning or attention. It was suggested this be raised at the next meeting.

The Chair summarised: The committee considered the current expenditure against each budget head and were satisfied that expenditure was broadly in line with budget provision, with the exception of Open Spaces Maintenance 120 – 4310 where the cost of emergency repairs to the underground electricity cable across the green were necessary . Also Landscaping and Ground works 120-4300, where the Council had approved treatments to improve the condition of the village green, which had not been anticipated.
This statement was proposed for acceptance by Cllr Richards, seconded Cllr Boon and voted for unanimously as providing a clear statement of the current finances.

6. **INVESTMENT FORECAST AND REPORT**
   The Clerk had prepared an Investment Forecast and Report for the committee to consider and this had been circulated prior to the meeting:

   INVESTMENT FORCAST AND REPORT AS AT 20 July 2026
   Horsmonden Parish Council's investment forecast and report as at 20.07.2026 was as follows:
   1 Year bond United Trust Bank
   July 2026 United Trust Bond matured – investment of £40,000 realised £1684.00 interest . Interest paid to Unity Trust current account.
   July 2026 the Council reinvested £40,000 in United Trust Bond (1 Year) interest rate 4.56% maturing in July 2027
   40 day notice account with United Trust Bank
   31 March 2026 statement showed current amount to be £38812.34. The next interest will be added in October 2026 and the statement is issued annually at that time.
   Unity Trust bank
   The funds held in this current account as at 20.07.2026 were £99442.60

   Cllr Russell proposed to receive the Investment Forecast and Report as provided by the Clerk . Seconded Cllr Boon Unanimous.

7. **REVIEW & RECOMMEND THE PARISH COUNCIL'S INVESTMENT STRATEGY AND RESERVES POLICY**
   The Clerk had prepared a draft Investment Strategy and a draft Reserves Policy for the Councillors to consider.
   It was proposed form the chair that the Investment Strategy and Reserves Policy be taken to Full Council and recommended for adoption. Seconded Cllr Boon, unanimous.

8. **CONSIDER EMR'S (Appendix 2)**
   The Committee reviewed the EMR's as Appendix 2 as circulated by the Clerk prior to the meeting . Cllr Boon proposed that the committee had considered and were happy with the current level of EMR provision. Seconded Cllr Richards, unanimous.

9. **ANY OTHER BUSINESS (DISCUSSION ONLY)**
   None.

There being no further matters to discuss the meeting ended at 9pm.