

Minutes of Finance & Premises Committee Meeting

Held in the Court House, Queens Street, Stradbroke

Thursday, 30th October 2025, starting at 7.30pm

Present: Antony Bush (Chair), Lawrence Champion, James Hargrave, Caroline Stebbing

In attendance: Odile Wladon (Clerk)

FP.25.10.01	Chairs welcome
FP.25.10.02	Absences: Councillors noted that Maureen John had sent apologies.
FP.25.10.03	Declarations of interest: no interests were declared.
FP.25.10.04	Minutes of previous meeting Councillors resolved to approve the minutes of the meeting held 10 th April 2025 as a true record of the business conducted.
FP.25.10.05	Public Forum: there no comments or questions received.
FP.25.10.06	Half year accounts a) Councillors reviewed the accounts to 30 th September 2025 and noted the following: <u>Income overview</u> • The total income forecast for the year is £128,152.95, with the precept received of £46,491. • Other income comes from grants, health centre rent, and cemetery fees, together with CIL from development. • The biggest variances on budget are from higher bank interest and additional VAT reclaimed in year. <u>Expenditure overview</u> • Total forecast expenditure is £186,180.00. • Significant expenditure includes staffing costs and administration, health centre costs and CIL projects. Some costs are offset by grants received. • Variances were noted in higher costs for website and email conversion to .gov.uk and NP costs as grant funding is no longer available. Councillors noted there were no areas of concern highlighted in the accounts review. b) Councillors reviewed the CIL report at October 2025 and noted that the forecast year-end balance is £15,079.28. However, Councillors noted that the £60,000 allocated budget for the Pedestrian and Highways Safety project is unlikely to be fully spent by the year-end. c) Councillors noted there were no proposed changes to the reserved accounts this quarter. d) Councillors noted that a VAT reclaim for £5,269.10 has been submitted to HMRC.
FP.25.10.07	Budget 2026-27 Councillors agreed, that given the inflationary rise in costs over recent years, to recommend to the Full Council that Financial Regulations 5.8. and 5.9. are updated as follows: <i>5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;</i>

	<i>5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.</i> Councillors agreed that the Committee will meet to review a draft budget on 2nd December and that all items to be included in the draft should be submitted to the Clerk by 27th November 2025.
FP.25.10.08	Risk assessment Councillors noted the recent urgent works required to a piece of play equipment at Westhall. The climbing frame has been removed and the younger members of the community will be invited to discuss options for a replacement with a council working party. All other areas noted on the RoSPA will be dealt with under the authority of the Clerk with contractors employed where necessary.
FP.25.10.09	Policies - For review: a) Statement of Internal Control and Risk Assessment – reviewed and recommended to the Full Council for approval. b) Financial Regulations – reviewed and recommended to the Full Council for approval. c) Cemetery Rules and Regulations – this will be carried forward to the budget review meeting.
FP.25.10.10	Tennis Courts: a) Councillors reviewed the Tennis Club’s response to the Council’s draft Heads of Term for the new Lease and agreed a response which the Clerk will send to the Club. b) Sports Grant application The Club have sent through a partially completed form and the Clerk is working through the form and finalising all sections, some further information is required from the Club. The Clerk will prepare a Business Case to submit with the application form. It is hoped this will be completed by the end of November 2025.
FP.25.10.11	Date of next meeting: 2nd December 2025

Meeting closed at: 8.50pm

Signed: _____

Date: