Swilland and Witnesham grouped Parish Council
Clerk: Alison Burrows Email: clerk@swillandandwitnesham-pc.gov.uk
Tel: 07719 176917 Website: https://swillandandwitnesham-pc.gov.uk

Finance Committee Meeting
Wednesday 11th November 2026, 7.30pm
at Witnesham Baptist Church

Minutes

Present: Chair – Richard Nicol, Susan Ross, Paul Sharples, David Haynes
Members of Public – none
Clerk – Alison Burrows

24. **Chair's Welcome and Apologies** – chair opened the meeting.

25. **Declarations of Interest** - none

26. **To confirm the minutes of Finance Committee meeting dated 13th August 2026 as a true record** – all agreed with minutes, paper copy signed by chair.

    Question from minutes of 13th August regarding whether PC would be able to include the Village Hall on insurance policy once PC are sole trustee? Clerk had enquired with insurance company and they confirmed this is possible. Richard Nicol to find out when VH insurance is due for renewal, then Clerk can source quote.

27. **To Review Parish Council spending for the year 2026/2027 so far**:

    As at 31/10/2026:
    Income £38,114.12 includes:

Precept	£19,499.15
Grants	£1,459.50
Transfer from B/Soc (CIL)	£13,827.38
VAT recovered	£3,328.09

    Expenditure £50,434.56 includes:

Transfer to B/Soc (CIL)	£21,645.01
Swilland Church Hub	£11,637.00
VH damp repairs	£1892.00
Grants spent	£1358.22
VAT paid	£3532.15

28. **To consider any required adjustments to current Parish Council Budget for 2026 – 2027 and reserves.**
    Cash book spreadsheet for 2026/20257 was sent out prior to meeting.
    Following discussion, no changes need to be made at present.

29. **To consider any donations**.
    Donations for this financial year are:

Baptist Church £60
East Suffolk Tree wardens £40

30. To review the rents levied at the Playing Field and Allotments.

All agreed to raise the rents to:
Playing Field rent to WASPS football club, increase from £975 to £1000.00
Allotments:
Hall Lane - increase from £11 to £12.00
Coopers Close - increase from £18.00 to £20.00 for each plot

31. To approve new councillor as signatory to current account.

Forms signed by new councillor and existing signatories.
Discussed opening an instant access savings account with UTB for PC reserve funds, this would earn some interest and allow flexibility moving funds online.
Also, open 32day notice account for CIL funds.
All agreed to proceed with this – Clerk to complete account opening documentation.
The PC funds would then all be with one financial institution and covered by FSCS as limit is £120,000 per institution. Consideration will be given to opening another savings account with a different financial institution if PC funds exceed £120,000.

32. To consider any potential major projects referencing the current Council Project Planning Document to include Finance of Village Hall Repairs.

VH committee received a grant which covers 70% of costs for new heating system and AV system. It was agreed at last PC meeting to allocate £6,000 CIL funds towards these two projects.
Play Area update – lease and freehold not signed at present – Clerk has chased SCC and Birketts but received no reply.

33. To review the Parish Council Draft Budget for 2027 – 2028.

Draft budget circulated prior to meeting. Few changes to draft budget following discussion. To be presented at the PC meeting on Wednesday 18th November 2026.

34. To set the Precept recommendation for 2027 – 2028.

East Suffolk Council Precept data circulated prior to meeting, following agreement of draft budget for 2027-2028, a vote was taken and a 4% rise was agreed by all.

Meeting closed 21.20