

Swilland and Witnesham grouped Parish Council

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Finance Committee Meeting

**Thursday 13th August 2026, 7.30pm
at Witnesham Village Hall**

Minutes

Present: Chair Richard Nilcol, Susan Ross, Paul Sharples

Clerk – Alison Burrows

Members of public - one

14. **Chair's Welcome and Apologies** – Chair opened meeting, all committee members present.

15. **Declarations of Interest** – none received.

16. **To confirm the minutes of Finance Committee meeting dated 23rd October 2025 as a true record** – all agreed with minutes and signed by chair.

17. To consider Parish Council financial responsibilities of becoming sole trustee of Witnesham Village Hall.

Existing trustees of Village Hall in agreement to this proposal to safe guard the future of the Hall.

Consideration was given to any financial risks if the PC becomes sole trustee with a Village Hall Management Committee (VHMC) running the hall and reporting to the PC.

To take to September PC meeting that the Finance Committee recommend the change to sole trustee and there are no financial responsibilities.

- Clerk to check insurance cover for Parish Council and could Village Hall be added to the policy in future. PC insurance is due for renewal at 1st October 2026, quotes can be obtained from 1st September.
- Latest financial spreadsheets for Village Hall were shared prior to the meeting, showing current position.

If Parish Council becomes sole trustee, there will be an overview of the VHMC as a sub-committee of the PC, the PC will have regular financial updates and be able to support to the Committee.

18. To review Parish Council spending for the year 2025/2026.

Confirmation that War Memorial repair was paid for in 2025, although insurance claim was paid in 2024. Repairs paid from £500 earmarked reserves and £100 (policy excess) general reserves.

19. To review the Internal Audit Report and consider Internal Control Statement and Report – document reviewed -Take to Full PC meeting for a

volunteer, not on the finance committee. Clerk to ask SALC when it needs to be completed, end of year or during financial year, can template be amended.

20. To review and consider any required adjustments to current Parish Council Budget for 2026 – 2027 and reserves – no adjustments.

21. To review new accounting spreadsheet – document circulated prior to meeting – following review all agreed it works well, thank to Susan Ross for her work on this.

22. To consider any potential major projects, including the playing field play area and Village Hall.

Playing field – one quote so far £148,000.

Village Hall projects, new heating system, hand dryers – grants have been applied for, funds may be needed from PC.

Consider a Planting Programme for bank behind bus shelter at Recreation ground – take to PC meeting in September.

23. To review Insurance quotes, potential business rates for playing field.

Suggest a broker to assist, Susan Ross to enquire with Gallagher – insurance is due 1st October - Quotes will not be available until September 2026, business rates – we are exempt for the playing field.

Other matters –

Next Finance Committee meeting early November before PC meeting to review current position, rents for allotments and WASPS.

Grant application to ESC for hand dryers submitted by PC for the use of the community.

Meeting closed at: 21:20