



## Minutes of the Meeting of the Finance Committee held on 3<sup>rd</sup> April 2025 6.30pm Winterton Hall

- Attendees** Parish Councillors: Phil Colmer (Chair); Paul Jordan; Nicholas Taylor; Andrew Woolf.
- F/25/11 **Apologies for absence:** Apologies received and accepted from Parish Councillor Rick Robinson.
- F/25/12. **Disclosure of interests:** Councillor Taylor declared an interest in the grant application from the Air Ambulance as a relative was a volunteer for Air Ambulance.
- F/25/13 **Minutes**  
**RESOLVED:** to approve the Minutes of the Finance Committee meeting held on [14<sup>th</sup> January 2025](#)
- F/25/14 **Public participation:** None.
- F/25/15 **Quarter 4 Finances:**  
Recommendation: - To receive and note:-  
1 VAT – Qtr. 4 24/25 submission for repayment to HMRC.  
**RESOLVED** as noted.  
2. The bank reconciliations for Qtr. 4 (1<sup>st</sup> January – 31<sup>st</sup> March 2025).  
**RESOLVED** to approve and to appoint signatories Councillors: Taylor, Woolf and Jordan to sign the Bank reconciliations and bank statements at the year end.  
3. To consider the 2024/25 Budget Forecast Comparison spreadsheet at Quarter 4 (End of Year).  
The Chair advised after accruals from 24/25 and prepayments for the year ahead the overall surplus for the year amounted to £39,298 which was explained in the majority to not completing the Kelsey Hall Playpark. The surplus enabled the Council to increase its General Reserve, as required by the auditor to £34218, whilst also reserving for the Playpark costs in 25/26 £12333 plus CIL £9936.  
**RESOLVED** as noted the budget position and the Reserves at the year-end.
- F/25/16 **Banking:**  
Recommendation – That the Direct Debit payments, as listed continue for 2025/26, be recommended to Full Council.  
**RESOLVED** to recommend to the Annual Parish Meeting of the Council the following Direct debits for the year ahead:

BT GROUP PLC GP00802504 Active £45.73 17/03/2025 Monthly  
ICO ZA140575 Active £35.00 22/11/2024 Yearly  
OCTOPUS ENERGY A-EC6089BF-001 New  
PUBLIC WORKS LOANS PLAISTOW Active £5155.00 23/09/2024 Half Yearly  
SMART NUMBERS X76W87B Active £22.72 17/03/2025 Monthly

- F/25/17     **Grant Applications:**  
Recommendation: - To consider and resolve upon the 2025/26 grant applications received (Tranche 1).  
**RESOLVED** to approve the following grant awards (Cllr Taylor abstained from comment and voting regarding the Air Ambulance application):  
LOXWOOD SPORTS ASSOCIATION £1000 (£1650 applied for)  
PLAISTOW PRE-SCHOOL £2000 (£3000 applied for)  
AIR AMBULANCE £500 (£500 applied for)  
4 SIGHT £130 (£130 applied for)  
KIRDFORD CHURCH £1500 (£1500 applied for ground maintenance in Kirdford)
- F/25/18     **2025/26 Budget:**  
Recommendation: - To consider and recommend the updated 2025/26 budget to the Full Council.  
The Chair explained the updated budget following receiving the final figures for 24/25 year end figures. The surplus from the previous year together with releasing funds from Ear Marked Reserves thought unnecessary enabled the increase of the General reserve to £60107, however an overall **deficit** was anticipated at this stage from the precept of **£16890.70** which would be partly reduced by the CDC anticipated grant for the Kelsey Hall Playpark of £9000.  
**RESOLVED** to approve the updated 25/26 budget for recommendation to Full Council.
- F/25/19     **CIL Monitoring 2024/2025**  
Recommendation: - To recommend for approval to Full Council the CIL Monitoring Return for 2024-2025 to submit to Chichester District Council.  
**RESOLVED** to approve the CIL Monitoring Return for submission to the District Council.
- F/25/20     **Meeting Dates**
  - End of Qrt.1 meeting Finance Committee Meeting - 8th July 2025, 7.30pm, Winterton Hall, Plaistow.

**The meeting closed at 7.10pm**