

**Hemyock Parish Council**  
**Finance Committee Meeting**  
**held at the Healthy Living & Activities Centre, Hemyock at 7.30pm on 30 April 2025**

---

**1. Welcome by Chairman, apologies for absence and introductions**

Councillor Lawrence (Chair) welcomed those present to the meeting.

Present:

Councillors Lawrence, A Doble, Moon and Summers.

Mrs S McGeever, Clerk.

Apologies

Apologies had been received from Councillor Talbot.

**2. Declarations of Interest/Dispensations**

None.

**3. To note and approve the minutes of the meeting on 12 February 2025**

It was RESOLVED that the minutes were a true record of the meeting on 12 February 2025

Proposer: Councillor Summers, Seconder: Councillor A Doble and unanimously agreed by those present at that meeting.

**4. Public Participation**

No members of the public were present.

**5. Matters Arising**

The Clerk advised that:

- the report on the BHLAC river bank was with Connecting the Culm and she was awaiting a copy which would be forwarded to parish councillors
- no further information had been received from CHAT
- the car park was now due to be re-surfaced in 2025-26.
- there was still some work to do on the cost centres and the codes
- clarification on the receipts under 1/10/2024 would be given
- the invoices for the insurance and rent payments for the Garages had been received and paid. Approval for the flood gate had been received and was due to go in during May.
- the flood gate at Longmead had been funded by the Parish Council, DRIP were funding new flood gates
- the additional payment had been made to the PUMP
- discussions were ongoing regarding S106 monies for the trim trail
- the debit card paperwork had been re-submitted
- the inventory was ongoing and one set of information had been circulated to parish councillors
- the cemetery fees had been updated and posted on the website

**6. Financial Review**

6.1 Update from Chairman on latest financial information.

The Chairman advised that the Clerk had provided financial information to be considered during the meeting.

6.2 Review income and expenditure budget

The Clerk had been working with Scribe to rectify any idiosyncrasies in the cost codes for the year 2023-24 together with the additional cost codes added for the year 2025-26 to allow for greater analysis of costs.

The reports showing the listing of payments in each Code for All Code Centres had been produced together with the reports for receipts and list of reserves.

A number of assets had a capital reserve allocated to them and the Clerk felt it would be appropriate for all assets to have a capital reserve so that costs for improvements could be clearly seen against general running costs. This principal was agreed and the following recommendations would be made to the Parish Council:

To provide clear accounting between ongoing maintenance and improvements, the Finance Committee recommends that Capital Funds be set up as follows utilising the Sinking Fund and the 2024-2025 accounts be amended accordingly:

Commons	£5,000	to cover improvements such as fencing, tree planting and noticeboards
BHLAC	£10,000	to cover improvements including the new doors, CCTV cameras etc
Community Land (Acquisition)	£15,000	to cover solicitors fees, drainage surveys etc

The earmarked reserves already in place would be “capital” and “maintenance”.

War Memorial	£6,000	to cover the new paving, repairs to the wall would come under village maintenance
--------------	--------	---

A capital fund was already in place to cover the improvements to Longmead and the extension of the cemetery.

**PROPOSER:** Councillor Summers

**SECONDER:** Councillor Moon

All in favour

#### 6.3 Consider any necessary virements

The Finance Committee agreed that no virements should be made at this point in time.

#### 6.4 Discuss future known expenditure, potential expenditure and allocate budgets

All known future expenditure had been recorded at the last meeting. No new projects had been identified.

#### 6.5 S106 monies

Discussion was ongoing with MDDC regarding the possibility of additional funding for the trim trail.

**Action:** Clerk

#### 6.6 Update on changing signatories for all bank accounts

Work was ongoing on several accounts where ID was need from council members.

**Action:** Clerk

#### 6.7 Update on debit card

The Clerk was re-submitting the application.

**Action:** Clerk

#### 6.8 Inventory of filing cabinets etc

The inventory was ongoing and information had been circulated to parish councillors.

**Action:** Clerk

#### 6.9 Christmas lights competition

The Clerk advised that two payments were outstanding.

A further notice would be put in the Pump.

#### 6.10 Skatepark

Councillor Summers advised that the Lottery application had been unsuccessful and, therefore, no funds had been put into the Crowdfunder page which was on hold pending the re-evaluation of the project and a decision on the way forward.

#### 6.11 Ground maintenance

The setting up of the spreadsheet of hourly rates was ongoing

#### 6.12 Village maintenance

The Parish Council had made increases to the hourly rates for village maintenance.

#### 6.13 Building maintenance

The project to have clear building maintenance schedules/schemes of work was ongoing.

#### 6.14 Funding of Longmead (MUGA lights and re-surfacing)

The work on the MUGA lights had been undertaken. The discussion on the re-surfacing of the MUGA was ongoing. The insurance certificates for all those involved with the refurbishment of the pavilion had been received and the work had started. The Clerk was preparing the CLU (Certificate of Lawful Use) for submission to MDDC.

The following recommendation would be put forward to the Parish Council:

---

#### **Longmead**

A meeting be set up between the Finance Committee and the Longmead Management Committee to fully understand the financial situation and discuss the distribution of costs between the Longmead Management Committee and the Parish Council with a view to identifying any cost savings.

Given the recent pest control measures that had taken place, the Finance Committee recommends the Parish Council put in place a Pest Control Policy.

---

Other matters:

#### **Connecting the Culm**

Discussions were taking place regarding the Memorandum of Understanding for the cameras.

The Finance Committee recommends that all cameras are kept in place until 2027 and, that if further funding cannot be secured, the Parish Council only maintain the cameras at the floodbridge after that date.

---

#### **7. Donations/Grants – consider any donation requests**

##### **Grants**

Blackdown Support Group

The Parish Council currently affords a grant of £2000 per annum to the Blackdown Support Group.

The Finance Committee recommends that in 2025-26, given the use of their reserves to purchase a property to accommodate the group, a one-off donation of £2000 be given to assist with the loss of income from those reserves.

**PROPOSER:** Councillor Summers

**SECONDER:** Councillor Lawrence

Councillor Moon abstained.

---

#### Hemyock PTFA

The Finance Committee recommends that the Parish Council award a grant that match funds the final contribution given to the project by the school's trust to a maximum of £12,000.

**PROPOSER:** Councillor Moon

**SECONDER:** Councillor A Doble

All in favour

#### Hospicare

The Finance Committee considered that there was insufficient information and that grants should be awarded to local groups and charities. If assistance to local families could be demonstrated then the matter of a grant could be reconsidered.

#### Scouts

The Finance Committee recommends that the Parish Council award a grant of £1000 to the Scouts.

**PROPOSER:** Councillor Moon

**SECONDER:** Councillor A Doble

Councillor Summers abstained.

#### The Pump

The Finance Committee recommends that the Parish Council award a grant of £600 to The Pump.

**PROPOSER:** Councillor Lawrence

**SECONDER:** Councillor Summers

All in favour

#### Repair Café

The Finance Committee would consider any formal request for funding received from the Repair Café.

### 8. Asset Management & Risk Assessment

The Asset Management & Risk Assessment was ongoing and part of the building maintenance programme being set up.

### 9. Items raised by Clerk

None

### 10. Items raised by Chairman

None

### 11. Date of the Next Finance Meeting

To be advised.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman