**Hemyock Finance Committee**
**Finance Committee Meeting**
**held at the Healthy Living & Activities Centre, Hemyock**
**at 7.30pm on 20 October 2026**

**Present:** Finance Committee members Councillors Atkinson, Summers, and Talbot together with Mrs S McGeever (Parish Clerk/Responsible Financial Officer) and Councillor Redwood.

1. **Welcome by the Chair, apologies for absence and introductions.**
Councillor Summers welcomed those present to the meeting.

Apologies had been received from Councillors A Doble and Moon.

2. **Declarations of Interest/Dispensations**
There were no declarations of interest relating to business to be conducted at the meeting and no dispensation requests had been received.
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3. **To note the minutes of the meeting on 30 December 2025**
Given that only Councillor Summers was the only councillor present that had been in attendance at the meeting on 30 December 2025, the approval of the minutes was deferred to the next meeting of the Finance Committee.

4. **Public participation**
A representative of the BHLAC Trustees was present to talk to their grant request under Item 8 of the agenda.

The Chair resolved to bring Item 8 forward so that the Trustee could answer the Finance Committee's questions. For the sake of order, the discussion is showed under Item 8.

5. **Matters arising**
There were no matters arising that were not covered in the meeting agenda.

6. **Finance Review**
Councillor Summers advised that the main purpose of the meeting was to make a recommendation to the Parish Council in respect of the Precept for 2027/28. Taking that recommendation to the November meeting would allow further discussion, if required, at the December meeting.

**6.1 Update from Chair on latest financial information**
The Chair noted that the Clerk had provided the figures up to mid-October 2026 so that the October payments and receipts could be taken into account in the discussion. The information provided also covered bank balances and reserve figures. The bank balances are shows as an attachment to these minutes.

The budget monitoring information had been provided for each Parish Council meeting and for transparency, this budget information should be posted on the website with the agendas for each meeting.

The bank reconciliation information had also been provided for each Parish Council meeting and for transparency, this information was reflected in the minutes of each meeting.

The Finance Committee RESOLVED to make the following recommendation to the Parish Council:
The Finance Committee recommends that monthly budget information is published alongside the agenda for each meeting.

Given the Parish Council was taking over the finances of Longmead, the Clerk had created a compilation of receipts and expenditure relating to the Longmead bank account over the past five years in order to bring these costs into the upcoming budget.

Looking at the current budget and expenditure, the Finance Committee RESOLVED to put the following recommendations to the Parish Council:

1. The Parish Council make a grant payment of £600 to the Parish Pump in this financial year.

2. The Parish Council make a grant payment of £1500 to the Food Larder in this financial year.

**6.2 Review of reserves**

The Finance Committee reviewed the reserves and noted that MUGA funds were in deficit and that it had been agreed that the funds for the purchase of the 'River Land' would come from reserves.

The Finance Committee, therefore, make the following recommendations to the Parish Council:

MUGA

1) The sum of £3,430.00 is transferred from General Fund to the MUGA fund to bring the balance on the capital fund to 0 (zero)

RIVER LAND

There is no requirement for the Parish Council to hold a 'sinking fund' alongside its Precept Reserve which currently sits at £123,000. The following amounts should be vired to allow for the purchase of the River Land.

The Finance Committee recommends the following sums be vired:

1) The 'sinking fund' of £51,600 is transferred to a new River Land fund capital fund.
2) The 'future project fund' of £68,500 is transferred to a new River Land capital fund.

These two amounts provide for £120,100.

3) The 'Cavanna land' fund currently stands at £75,000 these funds came from the overage payment for the purchase of land. £49,900 of this fund should be transferred to a new River Land capital fund.

This amount would bring the River Land capital fund to £170,000.

A sum of £5000.00 had been set aside in the 2026/27 budget for solicitor's fees.
The Finance Committee recommends that this sum is also vired to the River Land capital fund.
There will be a shortfall in the solicitor's fund which can be met from the General Fund.

In line with the 2026/27 budget, the following amounts would be placed in reserves:

| | |
|---|---|
| MDDC Assets | £10,000 |
| LONGMEAD ROOF (SOLAR) | £10,000 |
| | |
| PLAY PARK REPLACEMENT | £ 5,000 |
| MUGA REPLACEMENT | £ 5,000 |
| NEW CEMETERY PATH | £ 5,000 |

There were some small amounts in various reserves that the Parish Council should consider viring into projects that are on the Action Plan.

**6.3 Setting the budget and precept.**

Both the Clerk and the Chair had produced a budget and whilst some amount had differed slightly both had reached a figure or approximately £130,000 which represented an increase of £7,000 or £7 per year per Band D household. On the 26/27 worksheet this amount to £141.84 per Band D household.

The Finance Committee carried out a detailed review of the costs centre and budget amounts and a revised budget to reflect the discussions would be circulated to the Finance Committee before being sent to the Parish Council for consideration at its November meeting.

Within known expenditure, the Finance Committee recognised that some expenditure would come from reserves and these amounts whilst shown in the budget were excluded from the precept calculation.
The Finance Committee RESOLVED to put the following recommendation for the Parish Council:
**Proposal:** The precept for 2027/28 be set at £130,000.
**Proposer:** Councillor Summers
**Seconder:** Councillor Talbot
**Decision:** All in favour

**6.4 Prompt authorisation of payments (all payments are presented to the Parish Council meeting and cover a monthly period – hour differ per month for each individual)**

The Clerk explained that all payments went to the Parish Council for approval at a meeting.

There was a procedure which could be used when the Parish Council did not have a monthly meeting so that individual's payments could be made. This meant that those working for the Parish Council either as an employee or as self-employed were paid on time. Where a worker was self-employed it was their responsibility to pay their own national insurance contributions and tax. That said, the Parish Council should have confirmation that this is the case.

There were currently four signatories on the bank account who could authorise payments and, therefore, there should not really be a delay in payments.

Invoices for work were approved by the Parish Council following confirmation that the work had been completed to a satisfactory level.

The Finance Committee would put the following recommendation to the Parish Council:
The Clerk should have the delegated authority to set up employee and self-employed payments prior to a Parish Council meeting if that meeting was not on around the first day of the month.

**7. Longmead**

The Finance Committee considered there was insufficient time to cover Longmead at this meeting and would meet again in November.

**8. Grants**

BHLAC

A discussion took place on the heating problems being experienced by the BHLAC and the three actions they wished to take:

- Thermostat and valves for the heating system
- Air conditioning
- Solar panels

The Finance Committee concurred with the Parish Council that a full energy survey should be undertaken before substantial expenditure was made so that if additional solar panels were added this could be linked into a battery, air conditioning etc.

Whilst the BHLAC was content with this holistic approach, it did not address the over usage of heating oil. Following discussion and assurance that the valves and thermostat work proposed would be

compatible with any boiler, the Finance Committee considered that this work should be carried out and the preferred quote was by Synergy at a cost of £4450.00. It was noted that the BHLAC was using 2000 litres of heating oil every six weeks.

**Proposal:** The Finance Committee recommends that the Synergy quote be accepted to add valves and thermostats to radiators to cut the consumption of heating oil.
**Proposer:** Councillor Summers
**Seconder:** Councillor Talbot
**Decision:** All in favour

Youth Club
The Finance Committee noted that the Youth Club was requesting a grant of £500 to cover meeting room costs etc. and believed it was an organisation that was carrying out important work in the village and that activities for teenagers were vital.

**Proposal:** The Finance Committee recommends that a grant of £500 be given to the Youth Club.
**Proposer:** Councillor Summers
**Seconder:** Councillor Talbot
**Decision:** All in favour

Mary Waldron Trust
The Finance Committee felt that the Trust should explore other possible co-operation with the Second Poor Charity or the Clayhidon Charity before requesting monies from the Parish Council.

**9. Items raised by the Clerk**

The Clerk had raised the following items:

- Changes to the employment laws and contract
  These changes may require a new contract being issued – the situation was being monitored, and the National Association of Local Councils was providing guidance.
- Assistance
  The Parish Council had agreed a contract with Mrs Parker to carrying out historical actions such as creating an inventory of documentation and digitalising the cemetery records. The work should be completed by the new year.

  The Chair of the Parish Council, in response to councillor's views that they needed more time from the Clerk, that the arrangement remains in place going forward but is allocated to taking on tasks requested by the Clerk to move projects forward.

  The Finance Committee considered that the Clerk having assistance would be a positive move given the Clerk could not allocate more time.

  **Proposal:** The Finance Committee recommends that Mrs Parker's hours be increased from a maximum of 20 hours per month to a maximum of 40 hours per month at £15.00 per hour.
  **Proposer:** Councillor Summers
  **Seconder:** Councillor Talbot
  **Decision:** All in favour

- Consideration of Action Plan
  The Clerk had circulated information on a Parish Plan and produced an Action Plan. The Parish Council needed to consider the Action Plan and prioritise the substantial number of tasks/ projects listed.

**Proposal:** The Finance Committee recommends that an informal meeting be called to allow councillors to discuss the action plan. A resident survey should then be carried out.
**Proposer:** Councillor Summers
**Seconder:** Councillor Talbot
**Decision:** All in favour

**10. Items raised by the Chair**

The Chair had no items to raise.

**11. Items raised by Councillors**

Councillors had no items to raise.

**12. Date of the Next Finance Meetings**

The next Finance Meeting would be held in November. Date to be advised.