

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

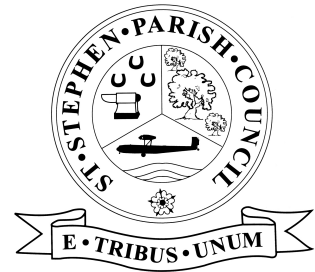
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of the Finance Committee Meeting

held on Tuesday 10 June 2025 at 7.30pm

at St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

Present: Councillors: Wendy Berriman

Dorothy Kerry

David Yates

Also present: Sue Hake, Clerk

2526/FC/001 To elect a Chair for the Finance Committee for 2025-26

Resolved: To elect Cllr Dorothy Kerry to Chair the Finance Committee for 2025-26

2526/FC/002 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

No members of public attended

2526/FC/003 To receive and accept apologies for absence

Apologies received and accepted from Cllrs Hilton and Skelton

2526/FC/004 To receive declarations of interest and dispensations

a) To receive declarations of interest from Councillors on items on the agenda

b) To receive written requests for dispensations for declarable interests

c) To grant any requests for dispensation as appropriate

None received

2526/FC/005 To confirm the minutes of the meeting held on 12 March 2025 and 12 February 2025

Resolved: To confirm the minutes of the Finance meetings held on 12 March and 12 February 2025

2526/FC/006 Update on actions from previous minutes not covered later in agenda

Action: To provide update on reduction of bank accounts at future meetings

Cllr Berriman to be made a signatory for the bank accounts

2526/FC/007 To approve Fixed Asset Register as at 31 March 2025

Resolved: to approve the Fixed Asset Register at 31 March and take to Full Council for approval

2526/FC/008 To review S106 reserves and confirm Earmarked and ringfenced fund allocations

Resolved: To review S106 reserves and confirm earmarked and ringfences fund allocations

2526/FC/009 To receive EOY finance report

Resolved: to receive End of Year finance report to confirm Actuals to Budget for 2024-25

2526/FC/010 To confirm agreement and signing of bank reconciliations up to 31 March 2025

Resolved: To confirm agreement and signing of bank reconciliations up to 31 March 2025 to be signed by Cllr Kerry

2526/FC/011 To receive the Internal Audit Report, observations and confirm comments

Resolved: To receive the Internal Audit Report, letter, & observations and confirm comments

- 2526/FC/012** To agree the End of Year Accounts for 2024-25 and ii Annual Return figures for the AGAR
Resolved: To agree the End of Year Accounts for 2024-25 and Annual Returns figures for the AGAR to be taken to Full Council
- 2526/FC/013** To review CCLA investment completion and agree allocation of interest amounts with CCLA
Resolved: To review CCLA investment completed and agree allocation of interest amounts with CCLA to be requested to be reinvested to the CCLA account and incorporate to Treasury and Investment Policy
- 2526/FC/014** To review Treasury and Investment Policy
Defer: Action: To include investment interest to be added to the CCLA account
- 2526/FC/015** To consider request to extend the GWP café license
Resolved: To agree the GWP café license is extended for a 3 year period to confirm the first year guaranteed with no fee increase and include an agreement for a 12 month notice period should any plans be agreed to commence works for the Greenwood Park Development
- 2526/FC/016** To consider grant & discretionary discount requests
a) Everyone Active Charitable Trust Discretionary Discount GWP Pavilion-75% venue hire of £57
Resolved: to Agree the discretionary discount application £57 equal to 75% of the hire of GWP Pavilion
- 2526/FC/017** To agree reserves to be used to cover shortfall in Mayflower project cost up to £27K
Resolved: to agree use of the Play area reserves to cover the shortfall for the Mayflower project cost up to an amount of £27k to enable the completion of the project in 2025-26
- 2526/FC/018** To agree to include allocated budget amount of £100,000 for North Close play area for 2026/7
Action: To bring the request to budget £100k for North Close play area to Finance Committee at the time the budget is being set for next 7year
- 2526/FC/019** a) To consider options for Parish Centre access gate as well as roadside barriers.
b) To agree budget allocation and next actions
Action: To provide options to include a picket fence with the gate options to be taken to Full Council
- 2526/FC/020** To receive an update on asset transfers
The refurbishing of the toilet at Park Street will delay progress of the Asset Transfers
- 2526/FC/021** Clerks Report

The meeting closed at 9.30pm