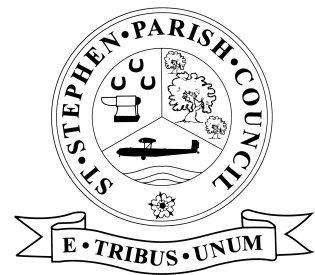


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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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 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