



HELMDON PARISH COUNCIL

FINANCE COMMITTEE MEETING



Members of the Finance Committee of Helmdon Parish Council are summoned to attend a meeting of the committee to be held at The Reading Room on
Wednesday 2nd July 2025 at 7.30pm

Members of the public and press are welcome to attend this meeting. This meeting may be recorded, filmed, or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.

AGENDA

- 1) Elect the chair of the Finance Committee for 2025/26
- 2) Apologies for absence
- 3) Declarations of Interest
- 4) Approval and signature of the minutes of the meeting of 13th March 2025
- 5) Matters arising
- 6) Open Forum
- 7) To receive the year-to-date bank reconciliation
- 8) To review bank and other account signatories and to consider any changes required as a result of the elections in May
- 9) To review the spend against budget for 2025-26 to date
- 10) To consider delegating authority to the Clerk to make payments without prior authorisation at a Parish Council (PC) meeting for the following items:
 - a. Payments that are regular or part of a contract
 - b. Payments below a set amount
- 11) To review the following documents and confirm that all documents meet the needs of the Council.
 - a. Internal Controls Checklist
 - b. Financial Regulations
 - c. Standing Orders
- 12) To review the Asset Register and agree any amendments required
- 13) To consider what is required from a streetlight maintenance service, and review quotes received
- 14) To confirm the role of the Health and Safety Officer and agree a process, timetable, and recording method for asset inspections
- 15) To consider applications for the Small Grant Scheme 2025/26

K. Buttle

Signed

Dated 26th June 2025

Kirsty Buttle
Clerk
Helmdon Parish Council