



# HELMDON PARISH COUNCIL FINANCE COMMITTEE MEETING



Minutes of a meeting of the Finance Committee of Helmdon Parish Council held at the Helmdon Reading Room, Church Street, Helmdon on **Wednesday 1st July 2026 at 7:30 pm.**

**Present:** Cllrs Moody, Hart, Plunkett and the Clerk

**In attendance:** 0 Members of the Public

70. **Elect the Chair of the Finance Committee for 2026/27** - It was **RESOLVED** to elect Cllr Moody as the Chairman of the Committee.
71. **Elect the vice Chair of the Finance Committee for 2026/27** - It was **RESOLVED** to elect Cllr Hart as the Vice Chair of the Committee.
72. **Apologies for absence** – Apologies were received from Cllr Fitton. It was **RESOLVED** to approve the absence.
73. **Declarations of Interest** - None
74. **Approval and signature of the minutes of the meeting 12<sup>th</sup> March 2026** – It was **RESOLVED** that the minutes be approved and duly signed.
75. **Matters arising** – It was noted with appreciation that Cllr Minshall has carried out maintenance of the Pump Garden.
76. **Open Forum** – None.
77. **To receive the year-to-date bank reconciliation** – As the Clerk does not currently have access to Unity Bank, the Accounts need to be updated. Cllr Moody has logged in to review Bank Statements and noted the Bank balances. **Cllr Hart is to forward bank statements over to the Clerk, The Clerk will update Accounts and update the finance committee once this has been completed.**  
The spend against budget for 2026-2027 to date will be actioned once the Accounts have been updated.
78. **To review the bank and other account signatories and to consider any changes required** – It was **RESOLVED** to remove Cllr Marchant as a signatory from Unity Bank as they are no longer on the Finance Committee. **The Clerk will complete the appropriate form and provide this to the current signatories for signature and submission to Unity Bank.** The Nest account delegates are to be reviewed. **The Clerk will obtain access to the account and report back to the Finance Committee.** All other accounts appear to be up to date and no changes are required at this point in time.
79. **To consider the applications for Small Grant Scheme 2026/27** - Cllr Moody suggested a directory of all small organisations that Helmdon Parish Council can contact to provide details of the Small Grant Scheme to avoid any organisations missing the opportunity. This is to be discussed at the next full council meeting.  
Two applications had been received by the deadline. It was **RESOLVED** to recommend to the council that the application from Helmdon Acorns for £400 be approved, and that the application from the Helmdon Community Larder for £400 be rejected on the grounds that the application conditions had not been met.

After discussion, it was **RESOLVED** to invoke Clause 11 in the small grants rules and recommend to the council that a one-off discretionary grant in the amount of £350 be awarded to the Helmdon Community Larder. No future grant application will be considered unless it fully and completely meets the conditions of the small grants scheme.

80. **To consider quotations received for the tree work in light of a revised schedule of works** – The committee considered the three quotes received. It was **RESOLVED** to award the contract to Fernwood Arboriculture with **Clerk to instruct works to commence as soon as appropriate and with all chippings to be retained on site.**
81. **To consider and calculate the Clerk's salary payment** – Cllr Moody proposed a calculation to give to give a set monthly pay amount regardless of number of working days in the month. This calculation was used to determine the payment due for the partial month of June. It was **RESOLVED** to approve this approach. Cllr Moody proposed to set up standing order to pay bulk of salary to avoid any potential delay of salary. If the amount does differ due to any reason, the remainder can be paid separately. It was **RESOLVED** to not use this approach as it may make things more difficult when organising pension payments and payslips.
82. **To note or agree expenditure on IT equipment, licenses, and software** – Cllr Hart noted that it is possible to purchase from Currys and obtain a pro forma invoice. Cllr Moody recommended Ashby Computers as they are a local company that provides support after purchase and will be able to provide an invoice. **The Clerk will get in touch with Ashby Computers and obtain a quote then compare the price to Currys, Dell, HP or other relevant sellers. The Clerk will also look into whether a personal One Drive account can be used for a lower cost than the Business version.** Windows 11 Pro and new laptops may include virus protection therefore this will be decided once the new laptop has been purchased.

Meeting closed @ 20:52

Next Meeting Date: 10<sup>th</sup> September 2026

Signed

Dated