# HELMDON PARISH COUNCIL
# FINANCE COMMITTEE MEETING

Minutes of a meeting of the Finance Committee held in the Helmdon Reading Room, Church Street, Helmdon on **Thursday 10th September 2026** at 7:30pm.

Present: Cllrs Moody (Chair), Hart, Plunkett and the Clerk

Meeting started at 7:40pm

84. **Apologies for absence –** Apologies were not received from Cllr Fitton. It was **RESOLVED** not to approve the absence
85. **Declarations of Interest** - None
86. **Approval and signature of the minutes of the meeting 1st July 2026 – RESOLVED** to approve and sign
87. **Matters arising –** Item 79, directory of small businesses will be created by the Clerk
88. **Open Forum -** None
89. **To receive the year-to-date bank reconciliation – RESOLVED** to note and approved
90. **To review the bank and other account signatories and to consider any changes required – RESOLVED** to delete John Marchant from Unity Trust bank as no longer a member of the finance committee. No signatories to be added at this time. No delegates are currently required for the nest account as not currently in use
91. **To establish and effect a clear policy for grant administration –** Policy reviewed, some small wording edits however in general the policy covers the main points correctly. **RESOLVED** to reword point about organisations having membership to make allowances for groups for certain age or gender groups. Remove point about approaching other sources for grant as there are limited options for small local grants, this field can be left in the form for information. Number paragraphs instead of bullet points for ease of use. Remove the allowance for bank statements to be provided instead of accounts as this is not equivalent to accounts. The Clerk will create a draft to be reviewed at the next finance committee meeting.
92. **To review the spend against budget for 2026-2027 to date – RESOLVED** to note and approve spend against budget
93. **To clarify the Clerk's delegated powers –** As per HPC's Financial Regulations, the Clerk can approve payments up to £500 + VAT as long as it is within the budget. The Clerk can approve payments up to £500 + VAT outside of the budget for if it is an emergency e.g. health and safety issue. This expenditure will then be reported to the full council in the next meeting.
94. **To review the current Investment Policy –** There is currently no investment policy. A portion of HPC Funds are in an investment account with CCLA to generate interest. Policy require to set out when funds are reviewed for investment and the level of funds needed to remain accessible. The Clerk to draft a policy using a template for review in the November meeting. The Clerk

will also review the withdrawal rules on the current CCLA account and make sure this is the most effective account available with CCLA.

95. **To note the insurance renewal cost of £906.41 (Year three of a three year agreement) - RESOLVED** to renew and complete final year. Note that schedule includes cover for non-required cover as standard by provider, the schedule is not fit to use to generate quotes next year. Renewal due 1st October 2027, therefore this will be reviewed in the March Finance meeting to decide the level of cover required. The Clerk will obtain quotes to be reviewed in the July meeting, with final approval in the September meeting. This will be presented to the full council in the September meeting.
96. **To receive the External Auditor's Report for 2025-26 – RESOLVED** to note a successful audit.
97. **To confirm the date and time of the next meeting of the Finance Committee –** 19th Nov at 19:45

Meeting closed @ 20:55

Next Meeting Date – 19th November 19:45

Signed Dated