

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

**held on Wednesday, 25th November 2025
at 9:30 in the Parish Office, Littleton Recreation Ground.**

Present: Cllr L Winn, , Cllr D Tozer, and Cllr T Jackson

In attendance: Mrs L Fielding.

Members of the public: None.

F25-058: Apologies for Absence.

Cllr J Biddlecombe and Cllr P Cunningham.

F25-0059: Declarations of Interest.

None.

F25-060: Minutes of the meeting held on 27th August 2025.

The minutes of the meeting of 27th August 2025 were presented, and it was proposed by Cllr L Winn, seconded by Cllr D Tozer and **RESOLVED that the minutes of the meeting held on 27th August be approved.**

F25-061: Review of Open Actions.

The actions from the last meeting were reviewed. The current status of actions is shown at the end of these minutes.

During the discussion of action item F24.11, it was noted that the council's current grounds maintenance contractor had offered a reduced price for the annual hedge-cutting work by subcontracting the preferred hedge cutter. This would remove the need for the council to pay the hedge cutter's additional insurance costs, resulting in a cost reduction. Members agreed that this allowed the council to reduce costs while retaining the services of an experienced hedge cutter.

It was therefore **proposed by Cllr L. Winn, seconded by Cllr D. Tozer, and RESOLVED, in accordance with Standing Order 7a, that an agenda item be added to the December Parish Council meeting to reconsider the hedge-cutting quotations for the Recreation Ground in light of this new information.**

F25-062: Public Participation.

None.

F25-063 Employees

- a. To consider succession planning for the Clerk's role.

The Finance and General Purposes Committee discussed the need to develop a succession plan for the Parish Clerk. Although the Clerk does not have plans to retire or resign in the short or medium term, it seemed prudent and responsible to plan for a time when a successor might be needed. At the same time, an analysis of work priorities and workload would be sensible, given the amount of TOIL and untaken leave that has accrued.

It was therefore **resolved to raise succession planning at the December Parish Council meeting.**

Action: The Clerk and Cllr L Winn to contact SLCC and HALC, respectively, to ask if they could provide support to evaluate the Clerk's role and job description.

- b. To review the confidential payroll control account (Pension, HMRC, wage payments).

The Clerk presented the payroll control account, and payments since August 2025 were noted.

F25-064: Legal Matters / Health and Safety.

The concern identified during the Electrical Installation check regarding the electrical cable between the Parish Office and the show sheds has now been resolved. The Show Society has instructed and paid a contractor for the necessary remedial work, and a clean certificate has now been received covering the full Electrical Installation for all Parish Council buildings.

F25-065: Bank Reconciliation.

The Clerk presented the bank reconciliation documents for August and September 2025 and highlighted the signatures of the councillor who had cross-checked the reconciliation figures against the monthly cashbook and bank statements.

F25-066: Current Financial State including Reserves.

- a. To review payments and receipts in comparison to the Council's annual budget

The Parish Clerk explained the current expenditure and receipts received. It was noted the Waste/Water budget line item would be considerably more than originally budgeted by the end of the year due to increase in wholesale water costs and the additional watering of the bowls, croquet and cricket areas due to the very dry summer.

- b. To review the reserves position.

The reserves position was noted.

F25-067: 2026/2027 Financial Planning

- a. To review the proposed 2026/2027 Budget (Expenditure and Income)

The proposed budget for 2026/27 was discussed, and the Clerk was asked to include another budget line for additional staff hours, which would be considered at the December Parish Council meeting.

- b. To consider proposals for the 2026/2027 Precept charge.

Given the potential modifications for the additional staff hours, it was not possible to recommend a precept figure until more information was known.

F25-68: To note that the first internal audit for the 2025/26 financial year is planned for 3rd December 2025

The Clerk noted that a face-to-face meeting would be held with the Parish Council's internal auditor on 3rd December and that the auditor would charge for mileage for travel to the office.

F25-67: Date of Next Meetings:

- a. Parish Council meeting: 6th December 2025, Littleton Memorial Hall at 7 pm.
b. Finance and General Purposes Committee Meeting: 4th March 2025, Parish Office at 9:30 am

F25-068: Summary of Actions

Table 1: Action Points

ID	Owner	Action Points (Open)	Status
F25.3	Clerk and Cllr LW	The Clerk and Cllr L Winn to contact SLCC, and HALC, respectively to ask if they could provide support for evaluating the Clerk's role and job description.	NEW
F25.1	Clerk	The Clerk to time the required weekly fire safety checks, and to pursue contractors to do the weekly fire safety checks. 25 Nov 25: Not done yet due to time constraints.	Open
F25.2	Clerk	The Clerk to arrange for the annual Community Infrastructure Levy (CIL) return to be included on the Parish Council website. 25 Nov 25: Done.	Closed
F24.09	Clerk	The Clerk to send Cllr L Winn her current contract and a template contract for the Clerk's role. 27Aug25: Low priority – not done. 25 Nov 25: Not done yet due to time constraints.	Open

ID	Owner	Action Points (Open)	Status
F24.11		The Clerk to pursue quotes for Littleton Recreation Ground Winter hedge cutting 27Aug25: To be followed up in September. 25 Nov 25: Contractor selected at the October Parish Council meeting, however new information has been provided which will be added to the agenda for the December Parish Council meeting.	Closed