

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
held on Wednesday, 27th August 2025
at 9:30 in the Parish Office, Littleton Recreation Ground.**

Present: Cllr L Winn, Cllr J Biddlecombe, Cllr D Tozer, Cllr P Cunningham

In attendance: Mrs L Fielding.

Members of the public: None.

F25-001: Apologies for Absence.

Cllr T Jackson

F25-002: Declarations of Interest.

None.

F25-003: Minutes of the meeting held on 5th March 2025.

The minutes of the meeting of 5th March 2025 were presented, and it was proposed by Cllr J Biddlecombe , seconded by Cllr D Tozer and **RESOLVED that the minutes of the meeting held on 5th March 2025 be approved.**

F25-004: 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.

F25-005: Public Participation.

None.

F25-006 Employees

- a. To note changes to the Clerk's salary as specified by the Local Government Services Pay Agreement 2025-26.

The Local Government Services Pay Agreement was reviewed, and it was noted that the Clerk's salary would increase by 63p per hour, and that the increase should be backdated to April.

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

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

F25-007: Legal Matters / Health and Safety.

- a. To consider feedback from the Electrical Installation and the Fire Safety Checks on Parish Council Buildings.

The reports from the Electrical Installation and Fire Safety Checks were reviewed.

The Electrical Installation check was clear except for a concern raised about the electrical cable between the Parish Office and the show sheds, and it was agreed that the Show Society should pay for any required improvements.

The Fire Safety Checks for the Parish Office, and the Tennis Cabin were clear. However, the Pavilion report indicated additional safety signs and weekly checks on the fire alarm, the emergency lights and the fire doors. There were some concerns about how much time this would take, and it was agreed that the Clerk should time the checks that are needed and investigate if a contractor could do the work.

Action: The Clerk to time the required weekly fire safety checks, and pursue contractors to do the weekly fire safety checks.

- b. To note that Parish Council Buildings will be revalued for insurance purposes (27th August 2025, 1 pm)

It was noted that the Parish Council buildings would be revalued and that this valuation would be forwarded to the council's insurance providers.

- c. To note that the trustees of the Recreation Ground Charity have put the charity closure on hold to investigate new information.

New historical information had been received regarding the Littleton Recreation Ground Charity, and it was noted that the charity trustees had put the closure on hold and would hold a meeting to discuss the next steps.

F25-08: Bank Reconciliation.

The Clerk presented the bank reconciliation documents from February to July 2025 and highlighted the signatures of the councillor who had cross-checked the reconciliation figures against the monthly cashbook and bank statements.

F25-09: 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 that expenditure was currently at only 26% of the budget, and the income was 40% of the anticipated income. A number of larger projects will occur within the next few months, which will see a greater spend, including playground maintenance and work to prevent slips in wet weather near the Tennis cabin.

- b. To review the reserves position.

The reserves position was reviewed, and it was noted that the expected ground work near the Tennis cabin could cost around £15,000, and the arboricultural survey of the Recreation Ground and Bradley Rd playground, plus any resultant tree surgery would be more than the current budget allocation tree work. Additionally, it was thought that the Strategic Planning Respond fund should include other Strategic concerns that the Parish Council would need to respond to.

It was therefore agreed to propose at the next Parish Council meeting that CIL reserves should be used for the planned grounds work near the Tennis Cabin, and that some of the Flooding Resilience reserve should be allocated to tree work. Additionally, it was agreed to propose that the purpose of the Strategic Planning Response Budget should be expanded to include other Strategic concerns, and that it should be renamed to the Strategic Response Fund.

- c. To note the annual Community Infrastructure Levy (CIL) return.

The proposed annual Community Infrastructure Levy (CIL) return was noted, and the Parish Clerk would arrange to add this to the Finance pages on the website.

Action: The Clerk to arrange for the annual Community Infrastructure Levy (CIL) return to be included on the Parish Council website.

F25-10: Date of Next Meetings:

- a. Parish Council meeting: 8th September 2025, Henry Beaufort School at 7 pm.
b. Finance and General Purposes Committee Meeting: 19th November 2025, Sports Pavilion at 9:30 am

F25-11: Summary of Recommendations for the next full Parish Council Meeting

- a. Recommendation for to transfer money from the CIL reserves into this year's budget for the planned grounds work near the Tennis Cabin, and to also transfer some of the Flooding Resilience reserve for tree work.
b. Recommendation to expand the purpose of the Strategic Planning Response Budget to include other Strategic concerns, and to rename it to the Strategic Response Fund.

F24-057: Summary of Actions

Table 1: Action Points

ID	Owner	Action Points (Open)	Status
F25.1	Clerk	The Clerk to time the required weekly fire safety checks, and pursue contractors to do the weekly fire safety checks.	NEW

Signed: _____ Date: _____

ID	Owner	Action Points (Open)	Status
F25.2	Clerk	The Clerk to arrange for the annual Community Infrastructure Levy (CIL) return to be included on the Parish Council website.	NEW
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.	Open
F24.10		The Clerk to arrange an online meeting for the Recreation Ground Foundation trustees. 27Aug25: Done. The meeting was face to face.	Closed
F24.11		The Clerk to pursue quotes for Littleton Recreation Ground Winter hedge cutting 27Aug25: To be followed up in September.	Open
F24.12		The Clerk to revise the 2025/2026 budget for approval at the April Parish Council meeting. 27Aug25: Done.	Closed
F24.13		The Parish Clerk to produce a draft Financial Regulations document based on the NALC model for approval by the council. 27Aug25: Done. The document was approved at the May Parish Council meeting.	Closed