HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON 8 DECEMBER 2025 AT 6:30 PM

PRESENT: Cllr J Lay (Chairman), Cllr D Prosser, Cllr A Redding,

IN ATTENDANCE: Becky White, Clerk/Proper Officer (Minute Taker); Simon Ritson, RFO

PUBLIC ATTENDANCE: 2 member of the public was in attendance.

F&GP 030/25/26 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr T Attlee. Cllr J Tyler was noted as absent.

F&GP 031/25/26 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of interest were received.

F&GP 032/25/26 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

The Meeting was duly opened.

F&GP 033/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 27 OCTOBER 2025

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 27 October 2025, be signed as a true record of the meeting. All agreed.

F&GP 034 /25/26 TO RECEIVE AN UPDATE ON THE CONDITION OF LAND ON THE NORTH-EAST SIDE AND LAND TO THE WEST SIDE OF WAGTAIL ROAD (TITLE NO. SH48937), PERTAINING TO A PROPERTY IN REDSHANK ROAD.

The Grounds Manager had received reports of an incursion into and damage at the Council owned land at the above address as a result of construction works to an adjoining property. Recent images, demonstrating the land's current condition had been taken and circulated, along with costings for the repair and reinforcement of the boundary. The Clerk reported that the Grounds Manager had completed a recent site inspection and was satisfied with the recovery following reseeding. The resident of the adjoining property was in attendance and following discussion with the Committee, agreed to make a financial contribution of £100 towards re-enforcing the existing boundary to prevent re-occurrence.

It was **RESOLVED** to accept the contribution of £100 towards the cost of boundary works at the site.

F&GP 035/25/26 TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATIONS:

- The Rosemary Foundation Hospice at Home - £300

A member of the Rosemary Foundation team gave a presentation to the Committee and a discussion took place.

The Finance & General Purposes Committee **RESOLVED** to recommend the following proposal to Council, in respect of the following grant application:

- The Rosemary Foundation Hospice at Home - £300

It was **RESOLVED** to recommend to Council that The Rosemary Foundation Hospice at Home be awarded £300, pursuant to S137 Local Government Act 1972, as per the recommendation of the Finance & General Purposes Committee meeting on 8th December 2025 – Funding to be used for counselling services (total project cost is £10,000).

F&GP 036/25/26 TO RECEIVE AND CONSIDER THE FIXED ASSET POLICY AND REGISTER

The Fixed Asset Policy had been prepared and circulated by the RFO and included a revised threshold limit of 0.1% x Total Value of Assets Less Land and Buildings. It was noted that the threshold for the financial year 2025/26 would be £700.00.

The Committee **RESOLVED** to recommend the following proposal to Council in respect of the Fixed Asset Policy:

- That the Fixed Asset Policy be adopted as presented.

F&GP 037/25/26 TO RESPOND TO THE INTERNAL AUDITOR REPORT

The Internal Auditor's Interim Report for 2025/26 had been previously circulated by the RFO. The Committee noted the IA's comments regarding the Financial Regulations and Standing Orders and the RFO's report that these documents had been reviewed and updated by Council on 12th May 2025 following NALC's release of a new model.

The Committee **RESOLVED** that the RFO should inform the IA that the Financial Regulations and Standing Orders were reviewed and adopted in May 2025 and adhere to the latest NALC models.

F&GP 038/25/26 TO REVIEW THE RISK REGISTER

The HPC Risk Assessment for the financial year 2025/26 had been prepared and circulated by the RFO. The Clerk noted that the document was sufficient for current purposes but that it would require updates in some areas going forward. Once this work had been completed a report and recommendations would appear on a future Committee Agenda.

The Committee **RESOLVED** to recommend the following proposal to Council in respect of the Risk Register

- That the Risk Assessment for 2025/26 be adopted as presented.

F&GP 039/25/26 TO RECEIVE & CONSIDER THE DRAFT 2026/27 BUDGET

Following discussion of the draft 2025/26 budget at the Committee meeting of 27th October 2025, the RFO had reviewed the use of the Community Infrastructure Levy reserves to fund planned improvement projects, the proposed increase to the Neighbourhood Plan EMR, the rise in the tax base to 5240.62 and the reduction, by 2%, in the Employers Pension Contribution. A revised report had been circulated with the proposed budget requiring a precept increase of 3.57%. The Clerk advised her concerns that the Council did not currently make provision for contingency spending and recommended that nominal codes for Chairman's Allowance and a Miscellaneous Provisions be used, in accordance with the Financial Regulations, to support any necessary spending in-year during 2026/27. This would allow the Committee an opportunity to review requirements in these areas and budget accordingly for the following financial year. This advice was supported by the RFO and noted. The Committee also agreed to re-examine the reserves position at the year end to ensure current project commitments were appropriately managed.

The Committee **RESOLVED** to recommend the following proposal to Council in respect of the draft 2026/27 Budget

- That the proposed budget for 2026/27 be adopted as presented.

F&GP 040/25/26 **TO NOTE THE NEXT MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE ON 23RD FEBRUARY 2026**

This was noted.

Meeting concluded at 7.11pm

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Chairman

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Dated