HORNDEAN PARISH COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON 12TH OCTOBER 2026 AT 6.30PM.

PRESENT: Councillors J Lay (Chair), T Attlee, D Prosser, A Redding

IN ATTENDANCE: Becky White, Clerk; Rachel Cole, RFO

PUBLIC ATTENDANCE: No members of the public.

FGP 16/26/27 TO RECEIVE APOLOGIES FOR ABSENCE
The Committee were all present.

FGP 17/26/27 TO RECEIVE ANY DECLARATIONS OF INTEREST
No declarations of interest were received.

FGP 18/26/27 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC TO ENABLE THEM TO ADDRESS QUESTIONS TO THE PARISH COUNCILLORS
No members of the public were in attendance.

FGP 19/26/27 TO APPROVE THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 22ND JUNE 2026
It was **RESOLVED** that the minutes of the Committee meeting held on 22nd June 2026 be signed by the Chair as a true record of the meeting.

F&GP 20/26/27 TO CONSIDER INTERNAL AUDIT ARRANGEMENTS FOR 2026/27 AND RECOMMEND APPOINTMENT
The RFO reminded Cllrs that the previous Internal Auditor [IA] had announced their retirement at the beginning of the financial year. Advice and recommendation for a new IA had been sought from colleagues in the sector but the majority of those listed were not taking on new clients. Quotes had been requested from two companies and at the time of the meeting, the RFO had not received enough information to make a recommendation. As the interim internal audit was due immediately, it was agreed that once quotes had been achieved, the matter should proceed directly to the full Council meeting of 2nd November 2026 for appointment.

F&GP 21/26/27 TO BEGIN THE FORMAL BUDGET PROCESS FOR 2027/28
A report by the RFO was circulated and a short discussion took place regarding the potential income and expenditure items outlined in the report. Debate around the necessity for contingency spending led to a general agreement that the revenue reserve was healthy enough that this could be removed from the 2027/28 calculations. The Clerk noted that a new contract to move the phone system to the required VOIP status would result in a saving of around £2200 per annum and the grass cutting contract, due for renewal, had been estimated at 3.5% as it was too soon to get firm quotations. These points were noted and would be highlighted on the report to the next budget workshop. Use of reserves was also discussed and the RFO & Clerk advised that a full report on the Earmarked Reserves would be presented to the November Council meeting.

F&GP 22/26/27 TO RECEIVE AND CONSIDER A REVISED HPC COMMUNITY GRANTS POLICY
The revised policy, which had been circulated in advance, had been adapted to introduce bi-annual application deadlines and to link to general Council objectives. This approach was agreed in principle however the Committee felt they would prefer to see the full suite of documents, to include a revised application form and process checklist, before making a recommendation. Additionally, it was reasoned that the Council needed to update and publish its strategic objectives before the grant policy was approved so

that applicants could be guided by them. It was noted that the new policy would not come into effect until 1st April 2027 and so it was agreed to defer the matter until the January 2027 meeting when the Council's strategic plan should also be considered.

F&GP 23/26/27 TO NOTE THE NEXT MEETING OF THE BUDGET SETTING WORKSHOP AS 26TH OCTOBER 2026 AT 6.30PM.
This was noted.

F&GP 24/26/27 TO NOTE THE NEXT MEETING OF THE COMMITTEE AS 23RD NOVEMBER 2026 AT 6.30PM.
This was noted.

The meeting concluded at 7.17pm

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Signed - The Chairman

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Dated