



Coxheath Parish Council

Minutes of a Finance Committee Meeting held on Thursday 13 November 2025 at 7pm.

Present: Cllr. S. Thomas (Chairman), C. Parker, H. Weaver.

In attendance: Louise Goldsmith (Locum Parish Clerk).

MINUTES

43/25 Administration

Fire Exits, Fire Meeting Point, Mobile Phones. There were no intentions to record the meeting.

44/25 Apologies for Absence, Declarations and Dispensations

- a) Apologies for absence: **All Members of the working group were present.**
- b) To receive Declarations of Interest in respect of matters contained in the agenda.
Disclosable Interests: Under the Localism Act 2011.
Cllr. Parker declared an interest as a Trustee of the Village Hall
Other Significant Interests: None received.
Other Interests: None received.
- c) Requests for Dispensations: **None received.**
- d) Declarations of Lobbying: **None received.**

45/25 Minutes of the last meeting

Resolved: That the minutes of the Finance Committee meeting held on the 20 October 2025 be approved and confirmed as a true and accurate record

46/25 Open Session

No members of the public present.

47/25 Finance Committee Terms of Reference

The draft terms of reference prepared by the Locum Clerk were considered.

Recommendation to Full Council: To adopt the terms of reference for the Committee.

48/25 Dates of Future Meetings

The dates of future meetings were agreed as follows: Thursday 12 February 2026,
9 April 2026, 13 August 2026 and 12 November 2026.

49/25 Bank Mandates

- a) **NatWest Bank:** It was noted that the Locum Clerk has submitted a new mandate for Cllrs. Gardner, Thomas and Weaver to be added as signatories and for the Locum Clerk to be an

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administrator. Cllr. Parker to remain as a signatory on the account. Natwest has confirmed that all signatories have signed the paperwork. The Locum Clerk will request an update.

- b) **Unity Trust:** The Locum Clerk has submitted an application to add Cllr. Weaver. Cllrs. Gardner, Parker and Thomas are already signatories on the accounts and the Locum Clerk has been added as an administrator.

50/25 Investment Strategy/Reserves Policy

- a) **Draft Investment Strategy:** Members considered a draft investment strategy policy prepared by the Locum Clerk. It was agreed that when full access has been gained to the NatWest account to begin the process of reinvesting some of the funds to achieve a better return and to revisit investing £85,000.00 with the CCLA.

Recommendation to Full Council: To adopt the Investment Strategy Policy.

- b) **Draft Reserves Policy:** Members considered a draft reserve policy prepared by the Locum Clerk. Members discussed and agreed the level of general reserves.

Recommendation to Full Council: To adopt the Reserves Policy.

51/25 Internal Audits

- a) **Extraordinary Interim Internal Audit:** The Locum Clerk advised that Lionel Robbins, the recently appointed Internal Auditor, carried out a interim internal audit for the current financial year on Friday 7 November 2025 and will forward a report in due course.
- b) **Internal Audit for the year ending the 31 March 2025:** As recommended by Mazars, the external auditor, an internal audit for the year ending the 31 March 2025 was carried out on Monday 10 November 2025. The Internal Auditor will forward a report in due course.

52/25 Contracts/Hire Agreements

- a) **Grounds Maintenance Contract:** It was noted that a draft specification for the grounds maintenance contract is to be approved by Full Council at the next meeting.
- b) **Football Pitch Hire Agreement and Fees:** A recommendation from the Open Spaces and Recreation Ground Working Group of £100.00 for hire fee for 2025/2026 season was considered.

Recommendation to Full Council: To approve a football pitch hire fee of the £100.00 for the 2025/2026 season.

53/35 Finance

- a) **Accounting Package:** It was agreed to defer a decision about accounting packages to when the new Clerk/RFO is in post.
- b) **Accounts for 2025-2026:** A copy of the updated accounts prepared and circulated by the Locum Clerk was noted.
- c) **Bank Reconciliation:** Cllrs. Parker and Weaver had visited a branch of the NatWest Bank and had obtained current balances for all the accounts. It was noted that the Clerk has now prepared and circulated a bank reconciliation as at the 30 October 2025 which will be presented at the next Full Council Meeting.

54/25 Asset Register

The Locum Clerk presented the current Asset Register. Cllr. Parker agreed to send some photographs of some of the assets for the Locum Clerk to include on the register. The Locum Clerk will review the Asset Register and will then present this to Full Council for adoption.

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55/25 Pension Regulator/HMRC

a) **Payroll Arrangements:** It was agreed to continue to use DM Payroll Services Ltd. For the new Clerk/RFO. It was noted that the annual charge has increased from £120.00 (excluding VAT) to £132.00.

b) **Government Gateway Access/HMRC**

It was noted that the Locum Clerk has requested the login details for the Gateway Government Access from the previous Clerk but has not yet received this information. The payroll company has confirmed that the previous Clerk needs to provide these details. It was noted that the Locum Clerk has also requested that the previous Clerk provides the login details for the Pensions Regulator.

56/25 S106 Allocations

It was noted that the Locum Clerk has received a more detailed description on how the remaining S106 allocations could be used. The S106 team has suggested that it may be possible to use part of one of the allocations for the purchase of a replacement storage container. It was agreed to discuss future projects at the next meeting.

57/25 Draft Budget 2026/2027

Members consider a set of draft budgets prepared for the financial year ending on the 31 March 2027 prepared by the Locum Clerk and Cllr. Parker. The Locum Clerk advised that the Internal Auditor has suggested either keeping the precept the same or reducing it slightly and for the Parish Council to prepare an action plan and identify projects to utilise the excess reserves rather than substantially reducing the precept. It was noted that for the current financial year the precept for a Band D property was £52.00. The Clerk presented information from MBC website showing the precept and amount paid per Band D property for all the parishes. It was noted that the rate per Band D property for Coxheath is currently at the lower end of charges made by other parishes. The Locum Clerk will continue to review the draft budget and will present this at the next Full Council meeting. The budget and precept will then be finally agreed at the Full Council meeting due to be held on the 27 January 2026 when all costs for the financial year such as the grounds maintenance contract will be known. It was noted that the precept request needs to be submitted to MBC by the 31 January 2026.

58/25 Confidential Items: There were none.

59/25 Date of the next meeting: Thursday 12 February 2026 at 7pm in the Parish Office.

With no further business to transact the meeting closed at 8.33pm

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Date:

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