



Coxheath Parish Council

**Minutes of a Finance Committee Meeting held on
Thursday 12 February 2026 at 7pm in the Parish Office, Stockett Lane, Coxheath**

Present: Cllr. I. Laponder (Chairman), Cllr. N. Gardner and Cllr. H. Weaver

In attendance: Louise Goldsmith (Parish Clerk).

MINUTES

60/25 Election of a Chair

Cllr. I. Laponder was proposed by Cllr. Weaver and seconded by Cllr. Gardner.

Cllr. I. Laponder accepted the nomination and there were no other nominations.

Resolved: Cllr. I. Laponder was elected as Chairman following a unanimous vote.

61/25 Administration

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

63/25 Apologies for Absence, Declarations and Dispensations

- a) Apologies for absence: **An apology for absence was given by Cllrs. Thomas and Parker and the reasons for absence were accepted.**
- b) To receive Declarations of Interest in respect of matters contained in the agenda.
Disclosable Interests: Under the Localism Act 2011.
Other Significant Interests: None received.
Other Interests: None received.
- c) Requests for Dispensations: **None received.**
- d) Declarations of Lobbying: **None received.**

64/25 Minutes of the last meeting

Resolved: That the minutes of the Finance Committee meeting held on the 13 November 2025 be approved and confirmed as a true and accurate record

65/25 Open Session

No members of the public present.

65/25 Contracts/Hire Agreements

a) Grounds Maintenance Contract

The Clerk had prepared and circulated a draft grounds maintenance contract. The Clerk presented the contract to Members at the meeting. Amendments were suggested and incorporated. The Clerk to check the trading name of the contractor.

Resolved: The Clerk to send the grounds maintenance contract to the successful contractor, Paul Waring, for signing.

Signed:

b) New Email Provider:

It was agreed by Full Council on the 20 January 2026 to switch email provider from Ionos to Heliocentrix. It was noted that Heliocentrix has now set up a Coxheath Parish Council Microsoft 365 account and have linked the domain to this and have created new .gov.uk email accounts. It was also noted that Heliocentrix has now migrated all email content, contacts and calendars from IONOS for a one off migration fee of £288.00 (excluding VAT). Each Member has been given a .gov.uk email address and a Business Basic licence, at a cost of £5.52 per user per month, which gives the user a 50GB mailbox, access to Microsoft Teams, 1TB of OneDrive cloud storage, access to SharePoint shared storage areas, and access to the online copies of Microsoft Office applications (Word/Excel/PowerPoint etc). A Microsoft Business Standard account at £11.52 per month (excluding VAT) has been set up for the Clerk. Members were in agreement that the new email accounts offer much more flexibility and reliability.

c) New Website Provider

Members considered a quote of £2,460.00, (excluding VAT), from Heliocentrix for a new website for the Parish Council. Members agreed that it would be beneficial for the same provider to maintain both the website and email accounts. Heliocentrix will create a new website using WordPress and a prebuilt template. The content from the current site will be moved to the new website and aligned with the new template. It was agreed that using WordPress rather than the current system provides greater control and flexibility over the functionality of the website. Heliocentrix can also provide hosting and maintenance for the new website on their dedicated WordPress server for an annual fee of £420.00 (excluding VAT). It was noted that this server only hosts websites that are maintained which reduces the risk from cyber-attacks. Heliocentrix will update all themes, plugins and the core WordPress version. This includes resolving any bugs caused by the updates that are completed. Cloudflare DNS hosting and Automatic Platform Optimisation are also included which will provide further security for the website as well as better overall performance and reliability.

Recommendation to Full Council: To accept the quote from Heliocentrix for a new website and the annual maintenance.

d) Tablets for Members

Cllr. Gardner and the Clerk shared and discussed quotes for different types of tablets for Members. Members preferred an option of purchasing ten 11-inch iPad Wi-Fi 128GB Apple iPad (11th Generation) tablets, ten Apple pencils and ten keyboard cases at a total cost of £3,930.60 (excluding VAT) through Heliocentrix. The total cost to include management and setup by Heliocentrix would be £4,554.60 (excluding VAT). It was noted that the Clerk will also need a licence and was asked to obtain a quote for this. It was agreed that it would be very beneficial to have a provider maintain the tablets and be on hand for any issues. The Clerk advised that a resolution was agreed by Full Council many months ago for the purchase of 6 tablets at a higher cost per tablet. However, it was agreed to put this proposal to Full Council as the number of tablets has been increased and the proposal also includes an ongoing maintenance agreement.

Recommendation to Full Council: To accept the quote from Heliocentrix for ten Apple ipads, ten Apple pencils and ten key board cases along with the management and set up costs totalling £4,554.60 (excluding VAT).

Signed:

e) Tree Survey

Members considered five quotes for a survey of all the trees on the recreation ground and Huntingdon Village Green obtained and circulated by the Clerk.

Resolved: To accept a quote of £680.00 (excluding VAT) from Down to Earth.

66/25 Investment of Reserves

a) To receive and discuss a report from the Clerk/RFO on reinvesting the reserves

Members received and discussed a report the Clerk/RFO on the current level of reserves and recommendations for reinvesting the reserves. It was noted that the external auditor, currently Mazars, requires an explanation to be provided on the Annual Governance and Accountability Return, (AGAR), if reserves exceed the threshold set by Mazars which is 1.15 x the higher of precept and total payments. The Clerk advised that currently £165,000 of Parish Council funds are not protected and attracting an interest rate of just 0.95%. Members discussed the recommendations from the Clerk and compared all the different products and interest rates in the report.

b) Recommendation to Full Council

- To invest £80,000.00 into the CCLA Public Sector Deposit Fund noting that this fund is not protected by the FSCS but it is an AAA rated market fund. The latest yield (net of fees) is 3.68%.
- To invest £100,000.00 with Hampshire Trust into a 95 day notice account, current interest rate of 3.95%.
- To open a third Unity Trust 30 day notice account with a current interest rate of 3.95% as a savings account to be used to hold some of the remaining reserves. The current account and existing instant access account will operate together so that the Parish Council can easily track expenditure relating to the precept.
- To retain £100,000 as reserves in the NatWest Savings Account

67/25 Asset Register

The updated Asset Register circulated by the Clerk was reviewed and agreed.

68/25 Model Financial Regulations

The Clerk had circulated a copy of the Financial Regulations which was reviewed.

Recommendation to Full Council: To adopt the Financial Regulations

69/25 Finance

- a) Purchase of a Projector:** It was agreed purchase an Epson EB-W55 projector at a cost of £399.99.
- b) Purchase of an urn:** It was agreed to purchase a 30 litre Geepas electric catering urn at a cost of £99.99.
- c) Updated Accounts:** It was noted that these had been received by Full Council on the 20 January 2026.
- d) Internal Audit 2025-2026:** It was noted that the Clerk has booked the internal auditor, Lionel Robbins, to carry out the internal audit for the financial year 1 April 2025 to the 31 March 2026 on the 7 and 8 April 2026.

Signed:

70/25 Confidential Items

*Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature. **The meeting closed to the public at 9.00pm***

Members discussed an email received. It was agreed to seek some advice from KALC and the internal auditor.

71/25 Date of the next meeting: Thursday 9 April 2026 at 7pm in the Parish Office.

With no further business to transact the meeting closed at 9.17pm

Signed:

Date:

Signed: