

POULTON with FEARNHEAD PARISH COUNCIL
Finance Committee minutes of 27th October 2025 (18.00pm)

Present: A Warnock-Smith (chair), G. Friend, M. Mansley, J. Butler J Perry (Clerk)

Apologies: S. Emery

Fin 78/25-26: Welcome: The Chair welcomed everyone to the meeting.

Fin 79/25-26: Minutes of last meeting: Agreed proposed MM & seconded GF.

Fin 80/25-26: Annual Return Update:

The AGAR notice to the public is due to expire at the end of this week. This is located in the library. The Clerk will contact PKF next week to discuss progress on getting this signed off. The Clerk is to put the AGAR onto the new website.

Fin 81/25-26: Retention of records:

The Clerk discussed the retention of records and the fact that the office has a significant amount of paperwork going back to the 1980's. The Clerk presented information from National Association of Local Councils (NALC) and it was agreed that the Clerk would follow the recommendations from NALC. Any old records that are not required to be stored will be destroyed.

Fin 82/25-26: Lloyds Bank:

The Clerk stated that the Parish Council only has one current bank account and that this contains a significant amount of money. This exposes the Parish Council and the Clerk suggested that he explored an additional 'interest' account that still gave the Parish Council reasonable access to the finances. This proposal could generate up to £3,000 income in interest.

Fin 83/25-26: HMRC:

A discussion took place regarding HMRC and the fact that the Clerk cannot access any of the online systems, and therefore no returns have been made. However, the tax has been paid, with our reference numbers, so there is evidence that we have engaged and paid. The Clerk has written to HMRC to attempt to get Online access. It is noted that we could get fined for none submission.

Fin 84/25-26: Staffing Costs:

Discussions redacted

Fin 85/25-26: Expenditure requests

- a. Christmas Tree: Clerk to order a 23ft tree: Budget £1500.00 (excluding lights installation)
- b. Fire/intruder alarms: Clerk to arrange the upgrade of the facilities: Budget £4000.00
- c. Staff training and PPE: Clerk to arrange with the staff. Budget £1800.00
- d. Phones: Clerk to arrange for mobile phones for all staff and possible lone working app subscriptions.

Fin 86/25-26: Bennetts Rec:

The Clerk presented the committee with a preliminary image of the possible new garage/workshop/office building. This would be a prefabricated unit. The Clerk had obtained initial costs on a 'basic' model, and this was around £40,000. This was excluding the foundation/services costs. The Clerk proposed that a budget of £60/70,000 be set so that we could explore 'future proofing' the building. This was agreed, in principle, and was to be taken to Full Council.

Fin 87/25-26: Parish Precept:

The Clerk handed out some research papers that highlighted other Parish Council precept figures. A discussion took place with regards to the forthcoming precept with consideration of potential future financial capital costs. It was agreed, in principle, that the finance committee would propose an increase of 25% to Full Council.

Fin 88/25-26: AOB

It was proposed that the vacancy on the Finance Committee be offered to Cllr Dee Bonsall.

Fin 89/25-26: Date of next meeting

Monday 10th November at 19.00pm

The meeting ended at 19.00pm