

## Finance Sub-Committee Meeting Minutes

Councillors of the Finance Sub-Committee were summoned to attend a meeting held on Monday, 10th November 2025, at 7:00 p.m. in the Council Chamber, Essington Community Centre, Hobnock Road, Essington, WV11 2RF.

**Exclusion of the Press and Public:** The Chairman informed any members of the public or press that, in view of confidential business to be transacted in items 13 and 14 on the agenda, they were excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1(2).

**Public and Press Participation (Maximum of 15 minutes):** Any elector of the Parish of Essington may raise a question by prior request in writing to the Clerk within the period of publication of the agenda and the meeting itself, on any issue relating to official Parish Council business as detailed in the agenda.

## Minutes

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Councillors, Chris Steel, Warren Fisher, James Parker & Ken Moseley

Also, Present- Louise Tipler Clerk & Kate Roberts RFO.

1. **Apologies:** Hilary Southern Dibble
2. **Declarations of Interest:** None
3. **Approval of the Minutes of the Last Meeting (13th October 2025):** Proposed by Ken, seconded by Chris; all in favour that the minutes were a true and accurate record.
4. **Schedule of Payments – November 2025:** Proposed by James, seconded by Warren to recommend the Schedule of Payments to Full Council for ratification.
5. **Income and Expenditure Report – October 2025:** Proposed by Ken, seconded by Chris to recommend the Income and Expenditure Report to Full Council for ratification.
6. **Bank Reconciliation (Both Accounts) – October 2025:** Proposed by James, seconded by Warren to recommend to Full Council for ratification; James Parker signed the Bank Reconciliation.
7. **Interim Audit:** Councillors noted receipt of the Interim Internal Audit Report and resolved to recommend seeking appointment of a new internal auditor for 2026/27. Proposed by Chris, seconded by Ken to recommend to Full Council for ratification.
8. **Staff Salary Review 2026 (Recommended by the HR Committee):** Proposed by Chris, seconded by Ken; all in favour to recommend to Full Council for ratification.
9. **Budget 2026/27:** Councillors discussed the budget; the RFO to prepare a budget proposal for Full Council based on suggestions put forward by members.
10. **VAT Partial Exemption:** Stay on agenda.
11. **Updated Pension Policy:** Stay on agenda.

12. **Savings Accounts:** Remove from Finance Agenda.
13. **Tenants' Rent Arrears (Closed Session):** The matter remains under review.
14. **Tenants' Lease (Closed Session):** The Committee noted that a formal notice has been issued to the relevant tenant. Confirmation of receipt is awaited, and the matter remains under review.
15. **Date of the Next Meeting:** 8th December 2025
16. **Closure:** 20:40 p.m.