

**Minutes of Meeting on 3<sup>rd</sup> June 2025**  
**Elmstead Parish Council – Finance Committee**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Councillors Amanda Brennan (acting Chairman), James Chable, Martine Ward, Adam Gladwin and Michael Hare.

Mrs Baxter (clerk)

Absent: Cllr Ward arrived after the start of the meeting.

**25/009 Apologies of Absence**

None. As Cllr Ward arrived after the start of the meeting Cllr Brennan chaired the meeting.

**25/010 Declaration of Pecuniary Interests and Personal Interests.**

None.

**25/011 To agree the Minutes of the meeting of 6<sup>th</sup> January 2025.**

It was resolved to accept the minutes from 6<sup>th</sup> January 2025 as true and accurate.

Proposed: Cllr Hare, Seconded: Cllr Gladwin, all in favour.

**25/012 2024/25 Year End Review**

*To review the expenditure for the year end of 2024/25 against the set budget. Also, to consider the reserves.*

The final expenditure (net of VAT) less the expenditure which came out of ring fenced reserves was £68,182 which was within budget. The first 9 months of VAT was reclaimed in 24/25 and the last 3 months in 25/26. The income received, not related to ring fenced reserves, was a little over that budgeted for.

The general reserve decreased by £780, which is due to timing on VAT reclaims and plying field hire income not being until 25/26.

Cllr Hare expressed concern about whether our income for 25/26 will cover our expenditure.

Cllr Ward arrived.

**25/013 2025/26 Grants**

*To consider and decide the applications made by Parish organisations (for grants within the budget set by council). To consider and agree any recommendations to make to full council for approval if the grants are in excess of the budget.*

Each application was reviewed and it was resolved to give grants as follows:

Elmstead Nursery £300, Scouts £400, Knitting Club £200, Brownies £200, Rainbows £200, St Anne and St Laurence Church £300, The Marketeers £300.

Proposed: Cllr Ward, Seconded: Cllr Hare, all in favour.

**25/014 Internal Audit Report**

*To review the Internal Audit Report and arrange for implementation of any recommendations.*

The committee reviewed the recommendations in the report. See Appendix A.

Cllrs Chable and Gladwin need to get fully set up on Unity Bank.

**25/015 Date for next meeting.**

*The next meeting will be to review the first quarter 25/26 expenditure, so will be after the end of June 2025.*

Thursday 17<sup>th</sup> July at 7pm was pencilled in, the clerk is to check if the hall is free.

**25/016 Matters raised by Councillors for the next agenda or for information only.**

None.

**The meeting closed at 7.26pm. Minuted by Mrs. A Baxter**

**Contact: [elmsteadparish@gmail.com](mailto:elmsteadparish@gmail.com)**

Signature .....

Date .....

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