

At a Meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** of COLEHILL PARISH COUNCIL held at COLEHILL VILLAGE HALL on **28TH OCTOBER 2025**, at **8.34pm**.

PRESENT

Cllr Leslie Gibson, Chair
Cllr Andy Todd, Vice-Chair
Cllrs Susan Cowsill, Carol Butter (As substitute for Ann Edwards), KD Johnson and Richard Palmer

APOLOGIES

Cllrs Ann Edwards (Non-Business) Mark Keniston (Illness), Ken Murgatroyd (Non-Business) – It was **RESOLVED** to accept the reasons for the apologies.

IN ATTENDANCE

Mrs Z Caddy– Clerk.

170.25 DECLARATIONS OF INTEREST

There were no declarations of interest.

171.25 PUBLIC DISCUSSION PERIOD

No members of the public were in attendance.

172.25 MINUTES

The Minutes of the Meeting held on 26th August 2025, having been circulated, were taken as read, confirmed and signed.

173.25 MATTERS ARISING

There were no matters arising.

174.25 POLICY AND GOVERNANCE DOCUMENTS REVIEW

Following circulation to the Governance Working Group on 12th October 2025, it was **RESOLVED** to adopt the following which will be either published online (policies and procedures) or attached as Appendix 1 to these Minutes in the Minute Book (risk assessments).

- Remembrance Risk Assessment
- Christmas Party Risk Assessment
- Dignity at Work Policy
- Equality & Diversity Policy
- Sickness & Absence Policy
- Grievance Procedure
- Disciplinary Procedure

175.25 REMEMBRANCE PARADE

It was **NOTED** that the Parade arrangement are in place including legal road closures, marshals have been briefed and 2x wreaths have been organised with a donation going to the Royal British Legion of £55.00 which was **RESOLVED**.

176.25 MILLENIUM MAP ALTERATIONS

An indicative list of guideline alterations were AGREED just to enable quotes to sought for the Millennium Map changes needed. Cllrs Johnson and Gibson will work on a more detailed suggested list of alterations.

177.25 COMMUNITY INFRASTRUCTURE LEVY (CIL)

It was NOTED that the Council have received £816.08 Community Infrastructure Levy (CIL)

178.25 ACCOUNTS FOR PAYMENT

RESOLVED that the accounts listed in Appendix 2 to these Minutes in the Minute Book be passed for payment and cheques drawn accordingly.

179.25 ACCOUNTS

The Clerk circulated a Financial Statement which includes a comparison of income and expenditure against the budget from 1 April 2025 to 22 October 2025, a copy of which appears as Appendix 3 to these Minutes in the Minute Book.

RESOLVED that the Financial Statement be received and noted.

180.25 DELEGATED DECISIONS

The delegated decision to purchase a newly published 14th Edition Arnold-Baker on Local Council Administration at a cost of £180 was NOTED.

181.25 BANK ACCOUNT RECONCILIATIONS

RESOLVED that the bank account reconciliations be signed in accordance with the Financial Regulations.

182.25 INTERNAL AUDIT

The internal audit arrangements were NOTED with the report letter being presented to Council on 9th December 2025.

183.25 ITEMS FOR REPORT AND CLOSE OF MEETING

No matters.

The Meeting ended at 9:06 pm.

CHAIR