

The Parish Council of Dickens Heath

Minutes of the Finance and Risk Committee Meeting on September 23rd 2025

Present:

Dickens Heath Parish Councillors; Maureen Holloway, Vicky Taylor (Chair) and Liz Woodus
RFO: Helen Marczak

No members of the public

Minute 1 (2025/26) Apologies for Absence

None.

Minute 2 (2025/26) Public Participation

No members of the public present.

Minute 3 (2025/26) Declarations of Interest

None.

Minute 4 (2025/26) Minutes of Meeting on March 27th 2025

Proposed by Councillor Holloway, seconded by Councillor Taylor, the minutes were approved.

Minute 5 (2025/26) Review of Action Log

Deferred to next meeting.

Minute 6 (2025/26) Review of PC Financial Position

- Councillor Taylor went through the latest Financial Report from the September PC Meeting.
- This shows a current surplus of £64,195 and a projected surplus of £73,702 for the financial year which is a strong financial position. Bank interest is on track and invoicing of the library office rent is finally up to date.
- Councillor Holloway verified the bank reconciliation to the bank statements as at August 31st 2025.
- A member of the Parish Council has suggested that a bank pre-pay card should be obtained so that Councillors and members of staff don't have to use their own credit cards to make purchases on behalf of the Parish Council. There was a discussion about this, and the general feeling was that it was better to retain the current system where any Parish Council expenditure is authorised by 2 Councillors. The members of the Finance and Risk Committee agreed that they would be happy to make Parish Council purchases using their own cards as they are reimbursed promptly.

Minute 7 (2025/26) Budget 2026/27

The RFO will produce a draft budget for consideration by the Committee during November 2025. It was agreed that the next meeting, to consider the budget, would be held on Tuesday December 9th 2025.

Minute 8 (2025/26) Risk Assessment & Management Document

This will be reviewed in May 2026.

Minute 9 (2025/26) Audit

External Audit

Moore, the external auditors, have made 3 comments – 2 are very minor and will be rectified for next year. The third relates to the library office rent which remained uninvoiced for 2 years, and Moore have instructed the Parish Council to include 2 years of rent in 2025/26 and to adjust the surplus brought forward from 2024/25.

Internal Audit

Councillor Taylor went through the Internal Audit report and discussed some of the points made:

Key Worker

Should the PC insurance cover loss of a key worker? This is covered in the Risk Assessment, insurance isn't required.

Lone Working

This is covered in the Risk Assessment.

Policies

The PC now has a programme of reviewing policies.

Internal Auditor

Bill Robinson has carried out the internal audit for many years, but we have been expecting Bill to possibly retire for several years now. It was agreed that the RFO should look into alternative internal auditors.

Minute 10 (2025/26) CIL Funding

The Parish Council will receive CIL monies from the Wharf Farm development at some point, it is nearing completion.

Minute 11 (2025/26) Policies

Training Policy

Councillor Taylor has produced a draft Training Policy. The Clerk and RFO have been through this and made some comments. It was also agreed that it would be beneficial to refer separately to employees and Councillors in the policy.

Health and Safety Policy

Deferred.

Meeting Concluded at 7.30pm

Date of Next Meeting : Tuesday December 9th 2025 at 6.30pm