



LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP
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Clerk: Gary Wyatt-Hawkins
Deputy Clerk: Rachael Burns

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**MINUTES OF
A FINANCE COMMITTEE MEETING
HELD ON TUESDAY 25th NOVEMBER 2025
AT 3:00 PM
IN THE MEMORIAL HALL**

Meeting called by: Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 25th November 2025

The Chair may, at their discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting. Parishioners and others in attendance are reminded that they must remain silent during the transaction of formal Council business.

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.

In Attendance: Cllr Mead, Cllr Jones, and Cllr Harris.

Agenda Items

001-11/25 Election of Chair

To elect the Chair of the Finance Committee

Resolved: Cllr Mead nominated Cllr Jones for Committee Chair – seconded by Cllr Harris. Unanimously **agreed**.

002-11/25 Acceptance of apologies for absence

To receive and accept apologies of absence.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

Resolved: All committee members were present.

003-11/25 To receive any declarations of Members interests or dispensation requests

To receive any declarations of Member's interests on this agenda.

Localism Act 2011 and the Code of Conduct adopted by the Parish Council.

Noted: None were given

004-11/25 Exclusion of the Press and Public

Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Noted: No members of the public were present

005-11/25 To receive and sign the minutes of the Finance Committee Meeting held on Monday 24th February 2025

Previously circulated.

LGA 1972 Sch 12 para 41(1)

Resolved: That they were a true record of the meeting's decisions.

009-11/25 2026/27 Projects

To **consider** any committee or councillor submissions for projects to be undertaken in 2026/27 for inclusion in the budget calculations

- **Gully Clearance**

- Cllr Harris proposed, and Cllr Mead seconded that subject to the West Berkshire report on recent inspections and the actions they propose to take, the Finance committee will consider what funding may be appropriate to present to council in the December 2025 meeting. The estimated costs would be based on six to ten additional clearances at a cost of between £55.00 and £65.00 per gully clearance.

- **Re:** Item 153-11/25 Full Council Meeting

- **Resolved:** Cllr Harris proposed, and Cllr Jones seconded that £1000.00 be added to the 2026/27 budget to accommodate additional gully clearances where doing so would help reduce the risk of potential flooding in Lambourn High Street. Unanimously **agreed**.
- **Bunker Refurbishment**
 - To **consider** the proposal by Cllr Mead to refurbish the Upper Lambourn Cemetery bunker and remove the hedges and install a gate to improve access.
 - **Resolved:** Cllr Mead proposed, and Cllr Harris seconded that £2000.00 be added to the 2026/27 budget to undertake repairs to the Cemetery Bunker, the erection of screens to block the view of the bunker from the cemetery and to provide better access for the emptying of the bunkers. Unanimously **agreed**.

010-11/25 Allotment Society

To consider any impact on staffing or costs related to the management of the Allotment subject to potential changes in the structure of the Allotment Society.

Re: Allotment Society AGM 19/11/2025

Noted: The Clerk and Cllr Harris confirmed that the Allotment Society has successfully appointed officers to undertake the roles of the Society and that there will be no impact on staffing or costs to the Paish Council.

011-11/25 Additional Hours for the Deputy Clerk's Role

To **consider** increasing the Deputy Clerk's contracted time by Four hours per week from Twenty to Twenty-Four.

Deferred: The decision on how the additional hours (revised to two) are allocated to be deferred for consideration at the next Staffing Committee meeting. Unanimously **agreed**.

Resolved: Cllr Jones proposed, and Cllr Mead seconded that the appropriate costs be added to the 2026/27 budget to accommodate additional resource requirements. Unanimously **agreed**.

012-11/25 Parish Banking Accounts

To **note** that the **resolution** to item 010-11/25 in the November 2024 Finance Committee Meeting was not actioned. That being *that an account with Unity Trust be considered, along with other alternatives for presentation to Full Council before year end 2025*.

To **resolve** a revised target date for the action.

Deferred: The item was deferred to a later meeting in order to ensure item 013-11/25 below could be accommodated within allotted meeting duration.

Re: Accounts and Audit (England) Regulations 2011

013-11/25 2025 Budget

To **Review** the proposed budget for FY 2026/27 in preparation for presentation to Full Council for approval.

Resolved: Cllr Mead proposed, and Cllr Jones seconded that the budget including the following, be presented for approval at the next Full Council Meeting. Unanimously **agreed**:

- The amendments agreed above would be applied to the budget.
- The previously agreed BOSA projects shown below be applied to the budget:
 - Annual Dogwood Cutback OCF £825.00
 - Removal/cutback of ivy and Elders £1820.00
 - Play Area Scheduled Maintenance £5977.50
- The amendments applied by the Clerk's office regarding all other costs to reflect changes in actual vs previously budgeted costs, and the application of a 3.2% increase (with rounding) to those cost where inflation would likely impact.

014-11/25 Financial Statements

Current balances:

The following current balances were **noted**:

Barclays Current Account: £75,366.47 @ 24/11/2025

Barclays Savings Account: £126,694.48 @ 24/11/2025

Newbury: No statement had been received at the time of the meeting. £85,007.00 was **noted** as the balance last recorded in the accounts as of April 2025

015-11/25 Financial Positions to Date

To **Note** the financial position of the Council

Noted: All Committee members were satisfied that the finances are on track and there is nothing extraordinary to consider. The Clerk's Office advised that the projected end of year General Reserve would be £98,208.19, representing an approximate 6 months of costs and that this was in line with the JPAG Practitioners Guide recommendations.

016-11/25 Auditors Report

To **Note** any actions required arising from the Auditor's Interim Report

Noted: The official Auditors report was not available at the time of the meeting. The Clerk will add the an item to the next Full Council Meeting.

017-11/25 Close of the meeting

The Chair **declared** the meeting closed at: **17:02**