HORNING PARISH COUNCIL

Minutes of a meeting of HORNING Parish Council FINANCE COMMITTEE held on Tuesday 25th November 2025 in the Mill Suite at 1900 hrs

Present:

Cllr I Davis (Chairman)
Cllr G Martin
Cllr A Varley

Clerk / RFO: Jo Beardshaw

Number of Parishioners: Cllr G Evans (part)

1. **To receive apologies for absence**

2. **To receive declarations of interest.** Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council's (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest and whether it is personal or prejudicial

3. **To consider the draft minutes of the Finance Committee meeting held on 18th November 2024**

4. **To discuss and agree on agenda items.**
    a. To nominate a Chairman and Vice Chairman of the Finance Committee. Cllr Davis was nominated, seconded and duly elected. No Vice Chairman was elected.
    b. To review the Terms of Reference of the Finance Committee. Duly **ADOPTED**
    c. To confirm the bank reconciliation up to the end of October 2025. **CONFIRMED.** It was agreed that the earmarked reserves should be in the deposit account, with other funds in the current account.
    d. To consider and agree the financial risk assessment. **AGREED**
    e. To consider and confirm the general reserves policy. **AGREED**
    f. To review the Financial Regulations as necessary. **AGREED**
    g. To confirm the Parish Council decision at Full Council to use Scribe software from 1/4/26 and to incorporate the subscription into budget (£471). **CONFIRMED**
    h. To discuss a change to the annual donation to St Benet's PCC following information received in March 2025. The Committee agreed to maintain the donation of £500 towards the Parish Council contribution for the Horning Reach.
    i. To consider and confirm budgeting for:
        i. Village map. This would be reviewed.
        ii. Beacon works. Within AM budget
        iii. Stone wall works. Council would review this work again
    j. To Look at financial mid to long term capital investment plan. Noted
    k. To consider the forecast for the remainder of the financial year 2025/2026 and the budget for the financial year 2026/2027. The Committee undertook the analysis.

l. To consider the Precept proposal and to finalise the precept recommendation to take to full Council on Monday 1st December 2025. The Committee agreed to finalise the precept when the tax base was available, prior to the January Full Council meeting

5. Closure of meeting at 2040 hrs