

# Cottingham Parish Council



**FINANCE COMMITTEE MEETING**  
**HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,**  
**MARKET GREEN, COTTINGHAM**  
**AT 7PM TUESDAY 10 JUNE 2025**

## **MINUTES**

PRESENT: Cllrs: Jump, Kind, Larkin, Porteus and Stather

24. TO ELECT A CHAIR FOR THE 2025/6 MUNICIPAL YEAR

It was proposed by Councillor Jump, seconded by Councillor Porteus and agreed unanimously that Councillor Kind be elected as chair of the Finance Committee for the 2025/6 municipal year.

**Resolved: that Councillor Kind be elected as Chair of the Finance Committee for the 2025/6 municipal year.**

25. DECLARATIONS OF INTEREST

- 25.1 To record declarations of interest by any member of Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- 25.2 To note dispensations given to any member of the Council in respect of the agenda items listed below

There were no declarations of interest and no dispensations had been requested.

26. TO RECEIVE AND APPROVE APOLOGIES

Apologies had been received from Cllr Kemp.

**Resolved: apologies accepted**

27. TO APPOINT A VICE CHAIR FOR THE 2025/26 MUNICIPAL YEAR.

27.1 It was proposed by councillor Porteous, seconded by Councillor Jump and agreed unanimously that Councillor Stather be appointed as vice chair for the 2025/26 municipal year.

**Resolved: that Councillor Stather be appointed as vice chair of the Finance Committee for the 2025/26 municipal year.**

28. TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET, AND REVIEW APRIL AND MAY PAYMENTS

28.1 The Clerk submitted reports that had been circulated to the committee in advance of the meeting relating to transactions in April and May, budget reconciliations and the budget position at the end of May 20205. Councillors raised questions relating to the bank account, future commitments against budget headings, forecasting of anticipated out-turn, expenditure against individual codes and noted that the software used was to be reviewed.

**Resolved:**

- i. **that it be recommended to the Parish Council that the reports be approved;**
- ii. **that the Clerk investigates options for providing additional information on future reports;**
- iii. **that the Clerk investigates alternative accounting software packages**

29. TO RECEIVE THE REPORT OF THE INTERNAL AUDITOR AND AGREE ACTIONS REQUIRED TO ADDRESS ANY RECOMMENDATIONS

29.1 the Clerk submitted the report of the Internal Auditor and Councillors considered his comments noting that overall the report was good. Councillors queried the auditor's comment that budget reports included variances, noting that this would be a useful addition; the need to establish ear marked reserves; the lower pension contribution for staff during their probationary period; the amendment required to the asset register in respect of the allotment shed and the need to review the risk register.

**Resolved:**

- i. **that it be recommended to the Parish Council that the report of the Internal Auditor be accepted;**
- ii. **that staff be thanked for their work on the accounts;**
- iii. **that the Clerks review the format of future budget reports;**
- iv. **that proposals for ear-marked reserves be submitted to the next meeting of the Finance Committee for review;**
- v. **that the Personnel Committee be asked to reconsider the pension arrangements for staff during their probationary period, and**
- vi. **that the risk register be submitted to the next meeting of the Finance Committee for review.**

30. TO REVIEW THE ACCOUNTABILITY AND GOVERNANCE RETURN (AGAR) FOR 2024-25 AND MAKE RECOMMENDATIONS TO THE PARISH COUNCIL.

30.1 The Clerk submitted the Annual Internal Audit Report, the Annual Governance Statement and the Accounting Statements for 2024-25 for members' consideration. Councillors noted the internal auditor's comments in relation to internal control objectives and considered each of the assertions set out in the Annual Governance Statement to determine whether or not the Parish Council was compliant.

**Resolved: that it be recommended to the Parish Council that the AGAR for 2024-25 be agreed and signed by the Chair.**

31. TO CONSIDER THE STRATEGIC PLAN IN RELATION TO ACTIONS RELEVANT TO THE FINANCE COMMITTEE

31.1 A Councillor referred to Priority 3 in relation to proposals for KGV and the use of commuted sums and requested that this be discussed at the meeting of the Parish Council on 19 June 2025.

31.2 A Councillor suggested that 'owners' were identified for each proposed action and that the financial implications of proposed actions be determined to help identify budget pressures and priorities.

**Resolved:**

- i. **that proposals for use of commuted sums at KGV be discussed at the meeting of the Parish Council on 19 June 2025, and**
- ii. **That each Committee/Working group be asked to review the Strategic plan and identify action owners and financial implications of proposed actions**
- iii. **That a further report be submitted to the September meeting of the Finance Committee to consider the any budget pressures and make recommendations to Council where necessary**

32. TO REVIEW THE GRANT APPLICATION SCHEME

The Clerk submitted copies of the current grant application for and guidance and sought members' views on any changes necessary. Councillors considered a number of amendments that would seek more information on the proposed project's impact on Cottingham and its residents, more information on the project proposals and a breakdown of costs and the need to provide evidence of insurance etc as well as information on how any event would be advertised and the grant contribution recognised.

**Resolved: that it be recommended to the Parish Council that the Small Grants Scheme be amended in line with the Finance Committee's proposals.**

33. TO CONSIDER A GRANT REQUEST FROM HALTEMPRICE ART GROUP

33.1 The Clerk submitted an application from the Haltemprice Art Group for £500 - £1000 towards the hire of the Civic Hall and exhibition boards for the Annual Exhibition. Councillors queried which year the application related to, the number of beneficiaries from Cottingham, how the application promoted collaboration for adults of all ages and whether there was any scope for the Consortium to review hire charges.

**Resolved: that whilst the Finance Committee supported the application in principle, the group be requested to complete a revised application for consideration in March 2026 for the 2026 Exhibition so that payment could be made from the correct financial year.**

34. MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR THE NEXT MEETING (DISCUSSION ITEMS ONLY) AND TO SET DATE FOR NEXT MEETING

**Items for next agenda:**

**Mechanisms for supporting other groups in the village**

**Revised Financial Regulations**

**Revised grant application forms**

**Interest bearing accounts**

**Proposals for a new website**

**Review of the risk register**

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*Chair: Councillor Julia Marten Tel: 01482 843399 Clerks: N Pape/J Price*

**Date and time of next meeting: 7pm, 8 July 2025**

There was no other business and the meeting closed at 8.15pm

Signed: .....  
(*Chair of the Parish Council*)