

Cottingham Parish Council



FINANCE COMMITTEE MEETING
HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,
MARKET GREEN, COTTINGHAM
AT 7PM TUESDAY 8 JULY 2025

MINUTES

PRESENT: Cllrs: Jump, Kemp, Kind, Larkin, Porteus and Stather
 Clerks: Pape & Price
 5 members of the public present, 1 member of the public via Microsoft Teams

35. DECLARATIONS OF INTEREST

- 35.1 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.
- 35.2 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.

36. TO RECEIVE AND APPROVE APOLOGIES

No apologies had been received.

37. TO CONSIDER GRANT REQUEST AND MAKE RECOMMENDATIONS TO THE PARISH COUNCIL

37.1 HWRA on behalf of Men in Sheds

Five representatives of Men in Sheds attended and answered members' questions about the application. Councillors expressed broad support for the initiative but raised questions about costs, numbers of people interested from the village & alternative locations considered. HWRA reported that they were applying for charitable status, there were no other suitable locations in the village, Worklink was very supportive, and they had purchased a Social Value Engine to measure impact in the longer term. All but one user was from the village. The organisation doesn't currently have a bank account so funds would be held by HWRA, or if necessary HWRA could provide the funding until a bank account was set up as long as the grant had been agreed. There would be a small amount of additional funding from the Lottery in year 2. Councillors appreciated the groups attendance and their responses to queries.

Resolved: that it be recommended to the Parish Council that the grant be supported.

38. TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET, AND REVIEW JUNE PAYMENTS

38.1 The Clerk submitted reports that had been circulated to the committee in advance of the meeting relating to transactions in June, budget reconciliations and the budget position at the end of June 2025. Councillors raised questions relating to future commitments and the format of reports.

Resolved:

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

39. TO CONSIDER ANY AMENDMENTS REQUIRED TO THE PARISH COUNCIL'S EARMARKED RESERVES

39.1 The Clerk reported that the Internal Auditor had recommended that the Council reviews its reserves and considers establishing additional earmarked reserves. Councillors identified a number of budget lines, where earmarked reserves would be appropriate.

Resolved: that it be recommended to the Parish Council that the following earmarked reserves are established:

BMX Track - £10,000
Election - £20,000
Website - £5,000
Street furniture - £15,000
Building Maintenance - £10,000
Events - £10,000

40. TO CONSIDER PROPOSED REVISIONS TO THE FINANCIAL REGULATIONS

40.1 The Clerk submitted revised Financial Regulations which had been amended to reflect the requested section on grant awards and also updated terminology relating to the Chair.

Resolved: that the updated Financial Regulations be agreed.

41. TO CONSIDER REVISIONS TO THE GRANT APPLICATION FORMS

41.1 The Clerk submitted forms that had been revised to take account of amendments proposed by the Finance Committee. Councillors discussed the amendments and suggested further alterations.

Resolved: that the further amendments be incorporated into the application forms and guidance and circulated to Committee members for information.

42. TO CONSIDER OPTIONS FOR A NEW WEBSITE

42.1 Councillors considered options for purchasing a new website, it was agreed that a Working Group be established to look into the options in further detail. The Clerks will contact local Town & Parish Councils to ascertain whether their websites are user friendly. Website providers will be invited to meet with the Working Group to provide demonstrations.

Resolved:

- i. **that a Website Working Group be established**
- ii. **that the Clerks contact local Town & Parish Councils to ascertain whether their websites are user friendly**
- iii. **that website providers be invited to meet with the Website Working Group to provide demonstrations**

43 **TO REVIEW THE RISKS RELATING TO FINANCE/GENERAL ADMINISTRATION**

43.1 Risks had been circulated to Cllrs in advance of the meeting. A Councillor queried if the risks incorporated copyright infringements. It was agreed that sections of risks be reviewed in further detail at future meetings

Resolved: that sections of risks be reviewed in further detail at future meetings

44 **TO CONSIDER MECHANISMS FOR SUPPORTING OTHER GROUPS IN THE VILLAGE**

44.1 Cllrs discussed options of supporting other village groups. It was agreed that the Parish Council grant application scheme be advertised within the village noticeboards, Cottingham Times article and Parish website/Facebook page. The Parish Network evening 2026 could include an awards ceremony with residents being invited to nominate groups to be considered for an award and to vote for the winners

Resolved: that the Parish Council grant application scheme be advertised within the village noticeboards, Cottingham Times article and Parish website/Facebook page.

45 **TO PROPOSE DATE OF FUTURE MEETINGS**

45.1 It was agreed that Finance Committee meetings be convened for 7pm Tuesday 9th September and 6pm Tuesday 7th October

Resolved: that Finance Committee meetings be convened for 7pm Tuesday 9th September and 6pm Tuesday 7th October

46. **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:**

To consider options for a new website

To review risks relating to finance/general administration

Date and time of next meeting: 7pm, Tuesday 9th September 2025

There was no other business and the meeting closed at 8.20pm

Signed:

(Chair of the Parish Council)

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