

Cottingham Parish Council



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

MINUTES

PRESENT: Cllrs: Jump, Kemp, Kind, Larkin and Porteus
 Clerks: J Price

47. DECLARATIONS OF INTEREST

- 47.1 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.
- 47.2 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.

48. TO RECEIVE AND APPROVE APOLOGIES

Apologies had been received from Councillor Stather.

Resolved: that the apologies be received.

49. TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET, AND REVIEW JULY AND AUGUST PAYMENTS

49.1 The Clerk submitted reports that had been circulated to the committee in advance of the meeting relating to transactions in July and August, budget reconciliations and the budget position at the end of August 2025. Councillors raised questions relating to budget provision for grants and the application date of pension contributions.

Resolved:

- i. **that it be recommended to the Parish Council that the reports be approved;**
- ii. **that the budget for grants is reviewed at a future meeting of the Finance Committee.**

50. TO CONSIDER OPTIONS FOR A NEW WEBSITE

50.1 Councillors referred to the presentation from Aubergine and concluded that the company's offer would provide a user friendly website, with a modest initial capital outlay and

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reasonable maintenance costs. Councillors had visited other websites by the provider and these were clear and well presented. The Committee discussed the optional additional functionality and agreed that the polls and forms and online payments modules would be useful.

Resolved: that it be recommended to the Parish Council:

- i. that the Parish Council's website is moved to Aubergine;
- ii. that the forms, consultations and poll module at a cost of £50 + VAT per annum; and Online Payments module at a one-off cost of £500 + VAT be included;
- iii. that the Clerks liaise with Aubergine regarding timelines and scoping, and
- iv. that the Website Working Group continues to be involved in design and content.

51. TO REVIEW THE RISKS RELATING TO FINANCE/GENERAL ADMINISTRATION

51.1 The Committee considered risks relating to the Code of Conduct, IT, Council meetings, CCTV and Council Property and Documents and Financial Management. Risk scores were reviewed and amended where necessary and mitigating actions were identified. It was proposed that risks scoring more than 6 should form part of a Strategic Risk Register that would be reviewed by the Council. Further risks would be considered a future meetings of the Finance Committee.

Resolved:

- i. that the risk register be amended as agreed;
- ii. that further risks are considered by further meetings of the Finance Committee, and
- iii. that risks scoring more than 6 be added to a Strategic risk register

52. TO CONSIDER GRANT REQUESTS AND MAKE RECOMMENDATIONS TO THE PARISH COUNCIL

52.1 Cottingham Lights – West End

The applicant had submitted an application form and the required supporting documents. They had requested £6000 towards a project total cost of £7000.

52.2 Cottingham Lights – Hallgate and King Street

The applicant had submitted an application form and the required supporting documents. They had requested £6000 towards a project total cost of £7500.

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

53. INFORMATION AND AGENDA ITEMS FOR THE NEXT MEETING (DISCUSSION ITEMS ONLY) AND TO SET DATE FOR NEXT MEETING

Items for next agenda:

To review further risks relating to finance/general administration

Date and time of next meeting: 6pm, Tuesday 7th October 2025

There was no other business and the meeting closed at 7.51pm

Signed:
(Chair of the Parish Council)

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