

# Cottingham Parish Council



**FINANCE COMMITTEE MEETING**  
**HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,**  
**MARKET GREEN, COTTINGHAM**  
**AT 6.15PM MONDAY 9<sup>th</sup> FEBRUARY 2026**

## **MINUTES**

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

*Councillor Stather took the Chair in Councillor Kind's absence*

### 73. DECLARATIONS OF INTEREST

- 73.1 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.
- 73.2 To note dispensations given to any member of the Council in respect of the agenda items listed below

**Councillor Jump declared a personal interest in minute 76 as she knew the applicant and did not take part in the discussion or decision on this matter.**

### 74. TO RECEIVE AND APPROVE APOLOGIES

- 74.1 There were no apologies.

### 75. TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET, AND REVIEW DECEMBER AND JANUARY PAYMENTS

75.1 The Clerk submitted reports that had been circulated to the committee in advance of the meeting relating to transactions in December and January, budget reconciliations and the budget position at the end of January 2026. She updated the Committee on commitments that would impact on the final estimated outturn at the end of the financial year. Councillors raised queries on allotment refunds and Cottingham Civic Hall, and requested that the reports submitted to Full Council include the information about commitments.

#### **Resolved:**

- i. that it be recommended to the Parish Council that the reports be approved, and**
- ii. that details of commitments prior to the end of the financial year be submitted to the Full Council Meeting.**

*Councillor Kind took the Chair*

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## 76. TO CONSIDER A GRANT APPLICATION FROM COTTINGHAM BOWLS CLUB

*Councillor Jump declared a personal interest in minute 76 as she knew the applicant and did not take part in the discussion or decision on this matter*

76.1 The Clerk submitted an application that had been received from Cottingham Bowls Club towards training in the use of defibrillators. Councillors discussed the application, noting the club's financial position, that free online training was available and that the defibrillator would be primarily for the benefit of club members and not accessible when the club was closed.

**Resolved that it be recommended to the Parish Council: that the application be refused due to the financial resources available to the club the availability of free online training and the fact that the proposal would not benefit a significant number of parishioners.**

## 77. TO REVIEW FINANCIAL REGULATIONS AND CONSIDER AMENDING PROCUREMENT THRESHOLDS

77.1 The Clerk submitted the Parish Council's Financial Regulations and sought councillors' views on whether the thresholds for obtaining quotes and for decisions on expenditure should be amended.

**Resolved that it be recommended to the Parish Council:**

- i. that the figure of £3,000 at paragraph 1.7 be retained;
- ii. that the figure at paragraph 5.8 be increased to £4,000 and reviewed after 6 months;
- iii. that the figure of £3,000 at paragraph 5.9 be amended to £4,000;
- iv. that both figures of £2,000 at paragraph 5.15 be amended to £3,000, and
- v. that the phrase at paragraph 5.18 'whether or not there is any budget for such expenditure' be amended to 'Where there is no budget for such expenditure, the Clerk/RFO should consult with the Chair prior to any expenditure being authorised'

## 78. TO REVIEW THE ASSET REGISTER

78.1 The Clerk submitted the Council's Asset Register for review. Councillors commented on the age of some of the Council's assets and suggested that a replacement programme be considered. Queries were raised about repairs arising from the asset inspections, photographic evidence from inspections and the format and layout of the report.

**Resolved:**

- i. that the format of future reports be amended;
- ii. that Councillors were requested to take photos of assets to create a record, and
- iii. that an asset replacement programme be considered.

## 79. TO CONSIDER ADOPTING A 5X5 RISK MATRIX

79.1 The Clerk submitted a proposed 5x5 matrix for assessing risks.

**Resolved:**

- i. that the proposed 5x5 matrix be adopted;
- ii. that additional narrative be added to clarify how it should be used;
- iii. that a standard format for the risk register be adopted to include inherent and residual risk scores, and
- iv. that all Committees/Working Groups adopt the same format for recording risks.

## 80. TO REVIEW RISKS RELATING TO GENERAL ADMINISTRATION

**Resolved: that this item be deferred to a future meeting to allow the new risk assessment format to be applied.**

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

**Items for next agenda**

Draft Terms of Reference for a Finance and General Purposes Committee

**Date and time of next meeting: 6.30pm 9 March 2026**

There was no other business and the meeting closed at 7.15pm

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