

Congresbury Parish Council

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Chairman:
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RFO: Gemma Palmer
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Minutes of the Finance Committee meeting of **Congresbury Parish Council**, held at the Old School Rooms, Congresbury on **Monday 4th August 2025** at 7.30pm.

Present: Cllrs Holland, Razzell, Hill, and Burd
In Attendance: Gemma Palmer (RFO)
Members of the public or press present: None

Meeting commenced 7:30pm

2500 To elect a Chair for the year 2025/26

Resolved: Cllr Holland re-elected as Chair. Cllr Hill proposed, and Cllr Razzell seconded.

19:32pm Cllr Burd entered the meeting.

2501 To receive apologies for absence

Resolved: Cllr Ballard

2502 Public participation

The Chair of the Committee will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public participation at the Chairs discretion)

Resolved: None

2503 Declarations of Interest

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the Parish Council's Code of Conduct and to consider any requests from members for Dispensations.

Resolved: None

2504 Annual Governance and Accountability Return (AGAR)

Resolved: 2024/25 year-end accounts submitted in time, necessary action taken on the Parish website and public noticeboard. RFO to provide further update once received from the external auditor. Cllrs noted and thanked RFO.

2505 Budget

RFO provided the 2025/26 budget to show income and expenditure as at 30th June 2025.

Resolved: All Cllrs noted the budget and earmarked reserves as at 30th June 2025. In due course, Congresbury Parish Council (CPC) to seek insurance quotation to include the Millennium Green for 2026/27 renewal. All Cllrs agreed.

2506 Considerations of additional Bank account(s)

Update of action taken provided following the previous Finance Committee meeting.

Resolved: Following the February 2025 Finance and Full Council meetings, Public Sector Deposit Fund (PSDF) application form completed to be sent to CCLA, with minimum deposit when requested. Cllr Razzell proposed, Cllr Holland seconded all Cllrs agreed.

Recommended: This agenda item to be on the next Finance Committee meeting to review and consider PSDF, along with any further responses received by additional Building Societies recently contacted. All Cllrs agreed.

2507 Volunteers Policy

Members reviewed and considered the procedure for purchase reimbursements.

Resolved: Following clarification of the volunteers' policy and section 6 of the Financial Regulations, no further action is required. All Cllrs agreed.

Recommended: List of all volunteers to be updated.

2508 Online booking system

RFO provided update of action taken following the Finance Committee meeting in February 2025.

Resolved: Online booking system created for 'The Old School Rooms, Congresbury' was reviewed and approved to begin using once alterations completed to include up-to-date images of building and rooms available for hire, invoice and receipt details to be improved. Cllr Burd proposed, Cllr Holland seconded all Cllrs agreed.

2509 Office mobile phone and contactless card reader


Members considered android mobile phone/sim card options and compatibility with a contactless card reader

Recommended: To purchase a Sum up contactless card reader, Samsung Galaxy A16 5G mobile phone, and enter into a Sim only contract deal. This agenda item is on the August Full Council meeting agenda for resolution (item 19). All Cllrs agreed.

2510 Next Finance meeting

Resolved: Monday 1st December 2025

Meeting ended: 20:40pm

Signed:  Date: 8/9/2025