



Congresbury Parish Council

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Minutes of the Finance Committee meeting of **Congresbury Parish Council**, held at the Old School Rooms, Congresbury on **Monday 9th March 2026** at 7.30pm.

Present: Cllrs Razzell, Hill, Cove and Ballard

In Attendance: Gemma Palmer (RFO)

Members of the public or press present: 0

Meeting commenced 7:30pm

As the Chair of the committee was absent, Cllr Razzell agreed to act as Chair for this meeting.

2524 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

2525 To receive apologies for absence

Resolved: Cllrs Burd and Barbour

2526 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

2527 Precept 2026/27

RFO provided details of the precept submission sent to North Somerset Council (NSC).

Resolved: All Cllrs noted the precept amount request and electronic submission to NSC within the allocated time, and the response received from NSC to confirm receipt. The resolution was correctly proposed and seconded (unanimous)

2528 Budget 2025/26

Members considered the budget as at 28th February 2026.

Resolved: RFO provided an explanation of the income and expenditure as at 28th February 2026, noted areas in the budget of increased & decreased income and predicted under & overspending. Individual cost centres and movements between budget headings were reviewed. All Cllrs noted the budget as at 28th February 2026. The resolution was correctly proposed and seconded (unanimous)

2529 Grants 2026/27

The following grant applications were reviewed following requested additional information now received;

- e) Congresbury Football Club £1,000
- f) Congresbury Scouts and Guides Group £1,000
- g) Congresbury Youth Partnership £20,000

Resolved: following consideration of additional information, grant application for f agreed and grant applications for e & g adjusted and agreed. All grant applications for 2026/27 to be taken to the next Full Council meeting for review and approval. All Cllrs agreed. The resolution was correctly proposed and seconded (unanimous)

2530 Unity Trust Bank Signatories

Members considered; price/fee increases, addition and/or removal of authorised signatories and beneficiaries

Resolved: Follow up Cllr Ballard application to be added as an authorised signatory. Cllrs noted increase to price and fees. Beneficiaries to be revisited and entered onto the bank account to reduce charges and payment processing time, as per recommendation and resolution in Full Council meetings (min 2141 and 2153). All Cllrs agreed. The resolution was correctly proposed and seconded (unanimous)

2531 Considerations of additional Bank account(s)

Update of action taken following the previous Finance Committee meeting in August 2025 and Full Council in September 2025 and February 2026. Review Directors of CCLA Public Sector Deposit Fund (PSDF)

Resolved: Skipton Building Society new community saver account agreed (min 25210) to elect RFO and Cllrs Burd, Ballard and Cove as trustee account holders. Cllr Holland to be removed from PSDF. All Cllrs agreed. The resolution was correctly proposed and seconded (unanimous)

2532 The Pension Regulator

Workplace pensions re-enrolment duties

Resolved: Legal duty required on the third anniversary of the previous re-declaration of compliance. No change to pension duties, consequently, re-enrol as before. All Cllrs agreed. The resolution was correctly proposed and seconded (unanimous)

- 2533 To review and recommend Finance Reserves Policy**
Resolved: Further information sought to clarify level of precept held in general reserves. To be considered and adopted at the next Full Council meeting. All Cllrs agreed. The resolution was correctly proposed and seconded (unanimous)
- 2534 Avon Pension Fund**
 The Pension Administration Strategy (PAS) was approved in principle in September 2025, members reviewed and considered the Employer consultation on the new Fund PAS.
Resolved: RFO attended a Pension Administration Strategy (PAS) drop-in session, in January 2026. Following this, Congresbury Parish Council responded to the consultation on 30th January 2026. Cllrs noted the response received to clarify our feedback. The resolution was correctly proposed and seconded (unanimous)
- 2535 Office mobile phone and contactless card reader**
 RFO to provide update of action taken, following the October Full Council (min 25135) meeting
Resolved: Mobile phone now available and in use at the Parish Office, necessary APPs installed and set up for Council banking, charity online banking in progress. Sum up contactless card reader now available and various sales made using this system. All Cllrs agreed. The resolution was correctly proposed and seconded (unanimous)
- 2536 Next Finance meeting**
 Dates for new financial year considered
Resolved: Monday 10th August 2026, Monday 7th December 2026 and Monday 8th March 2027. All Cllrs agreed. The resolution was correctly proposed and seconded (unanimous)

Meeting ended: 20.51pm

Signed: Date: