

**Minutes of the Finance Committee Meeting on Friday 26 September 2025 at 10am in the Denham Parish Council offices, Rear of the Memorial Hall, Village Road, Denham UB9 5BN.**

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| Members:      | Cllr A Hans (AH) - Chairman | # Cllr J Walsh (JW) – Vice-Chair                   |
|               | Cllr M Heath (MH)           | ## Cllr G Hollis (GH)                              |
|               | Cllr A.W. Head (AWH)        | # Cllr E Austin (EA)                               |
|               | Cllr S Williams (SW)        |                                                    |
|               |                             | # = Apologies Received<br>## = Apologies not Given |
| Clerk:        | Derek Wilson                |                                                    |
| Finance Clerk | Susan Luckhurst             |                                                    |

Meeting was voice-recorded

| Agenda No   | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Actions |
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| 20250926/01 | <b>Apologies for absence</b><br>Apologies received from Cllr J Walsh and Cllr E Austin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |
| 20250926/02 | <b>Declaration of Interests</b><br>No declaration of interests was given                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |
| 20250926/03 | <b>Minutes of the previous Finance meeting dated 25 July 2025</b><br><br>Item 3 - Cllr MH asked whether the profit and loss statement had gone to Full Council on the Denham Village Trust. The Clerk replied that there had not been any movement in the accounts. The statement had gone to Full Council in September for information.<br><br>Cllr MH raised the issue of the MB portacabins at Martinsfield. Should DPC insure these units or the landowner of the site. These are insured through our policy of insurance. <b>Action:</b> The Clerk to check – NB These have been insured by DPC since 2023. The lease arrangement commenced in Oct 2022. MB responsible for maintenance of the portacabins.<br><br>Item 7 – Cllr AWH asked about the cyber-security insurance. Following the July meeting a separate insurance policy had been taken out with Coalition Risk Solutions Ltd for £548.40, based upon our annual turnover.<br><br>Item 7 – Cllr MH referred to the insurance for the two portacabins at Martinsfield. The Clerk replied that it was covered by our insurance policy. The question is whether it should be, as the facilities are on Martin Bakers land. It is to be checked with MB as they are responsible for all maintenance issues. | EC      |
| 20250926/04 | <b>Review of Current Bank Balances including Flagstone</b><br><br>Cllr AH took members through the figures within our accounts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |

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|                    | <p>A question was raised as to whether the transfers of money had taken place since the last meeting. This had not happened as the second tranche of precept money was transferred into our accounts from Bucks Council.</p> <p>As this latest transfer of precept had taken place. It was proposed by Cllr AH and agreed by the members present to move £200k into the Flagstone account. Any excess amounts within Flagstone beyond the guaranteed £85K to be transferred back to the Barclays current account. The excess amounts relate to interest payments being added to separate Flagstone accounts, which have gone above the guaranteed protection amount.</p> <p>The transfer also applies to any excess in the Nationwide and Unity to transfer £10K back to Barclays current account.</p>        | <p><b>Cllr AH</b></p> <p><b>Cllr AH</b></p> |
| <b>20250926/05</b> | <p><b>External Auditor Report 2024/25</b></p> <p>PKF Littlejohn have provided their review of the Annual Governance &amp; Accountability Return (AGAR) for the year ended 31 March 2025.</p> <p>This year they picked up an exception in section 2 box relating to staff costs. In previous years AGAR's completed this had never been picked up and it is something we need to be aware of in future reporting.</p> <p>Each year copies of the AGAR can be provided to any local government elector on payment of an amount. The committee were asked what amount should be levied for 2024_25 AGAR. It was proposed by Cllr SW seconded by Cllr AWH the sum of £10 nominal fee. This was agreed by the members present.</p> <p>The invoice from PKF Littlejohn should be paid for the sum of £1,638.00.</p> | <p><b>EC</b></p> <p><b>EC/FC</b></p>        |
| <b>20250926/06</b> | <p><b>Assertion 10 for AGAR 2025/26</b></p> <p>The Assertion 10 will be introduced next year as part of our AGAR reporting. This means the following;</p> <p>Councils must operate from a Council owned domain name using official email addresses and website. We do use these now through a company called HCI Data Ltd. However, with this new assertion coming in they are not accredited, and we have been advised that they can no longer support from 31 December 2025.</p> <p>The Clerk has looked at the list of officially appointed companies on the GOV website and noticed that Vision ICT can provide this service. Currently, they provide our website capabilities, and it would make sense for them to be responsible for our domain and email addresses. Members agreed.</p>                | <p><b>EC</b></p>                            |

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|                    | Data protection is also another important aspect that is being raised under Assertion 10. This is more than a tick box exercise and will deal with how we manage those processes, and this is highly likely to be reviewed by our Internal Auditors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |
| <b>20250926/07</b> | <p><b>NALC Council Tax Levels (To Note)</b></p> <p>This information provides an analysis of council tax levels of local precepting authorities. It was interesting to note across the country the variances between authorities.</p> <p>Bucks are going to have less grant money from Central Government, whilst that money is redistributed to areas in the north, which will ultimately penalise the southern council areas. This could potentially increase the precept levels on future Council Tax funding from residents.</p>                                                                                                                                                                                                                                                                                                                           |           |
| <b>20250926/08</b> | <p><b>Football Foundation Grant for movable goalposts</b></p> <p>A grant was applied by Denham Youth FC to the Football Foundation to purchase movable goals for Martinsfield. The cost is being subsidised by the Football Foundation. The cost is being split four ways to Denham United FC, Denham Youth FC, Penn and Tyler FC, and ourselves.</p> <p><b>Recommendation:</b> That DPC pays a fourth split of the total payment, with our contribution being £537.49.</p> <p><b>Resolution:</b> Members agreed to pay the fourth segment, as equal distributed costs amongst the football teams and DPC.</p>                                                                                                                                                                                                                                                | <b>EC</b> |
| <b>20250926/09</b> | <p><b>Grant for Knighton Way Lane</b></p> <p>We received a grant applying towards road surfacing costs of Knighton Way Lane with three quotations. (Copy of paperwork will be circulated separately)</p> <p><b>Recommendation:</b> Councillors to review level of grant for this year.</p> <p>Members had a general discussion about this grant application. Money is currently being held towards the cost of these road repairs. The residents of Knighton Way Lane have responsibility of half of the road, and we have responsibility of the stretch outside our play area, which is the field frontage.</p> <p>The quotes received range from £32k, through to £42k and they refer to an annual £1,000 grant from DPC. This has never been agreed and based on the last contribution of £400 in 2012, it would mean we would now owe £13,000 (2025).</p> |           |

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|                 | <p>We don't need to do anything, as they have not collected sufficient funds from the residents.</p> <p>A meeting should take place with the Chair and Vice-Chair of Council to discuss this grant application. The person who has contacted DPC through the grant process is new and may be unaware of the level of contribution that needs to be made by residents.</p> <p><b>Resolution:</b> The following actions need to take place;</p> <ul style="list-style-type: none"> <li>a) Invite the grant originator to a meeting with the Chair and the Vice-Chair of Council.</li> <li>b) The bank statement needs to be checked if it has been set-up correctly KWL road fund and not a personal account showing £8,740.32</li> <li>c) Pay our share when other contributors have paid towards the KWL road fund.</li> </ul> <p>This is an unadopted road that cannot be formally adopted as public highway land until it has been brought up to a satisfactory standard of repair.</p> <p>Thames Water should be contacted to see the level of contribution that they should pay, as their lorries will be churning up the road surface.</p>                                                          | EC |
| 20250926/<br>10 | <p><b>Risk Management Report</b></p> <p>To review the risk register and agree that the updates can go forward to Full Council for adoption for 2025/2026.</p> <p>Page 2 Financial controls and records – approval upload and release payments should be placed under the heading of measures in place.</p> <p>Page 3 Sound budgeting to underline annual precept. Under the heading measures in place. First row starting; Spending committees prepare detailed 'annual' budgets in the late autumn.</p> <p>Cllr AWH asked about the risk matrix that some should be multiplied, and others are added under the heading 'Impact, Probability, and Risk Rating'. These were checked as they should have been multiplied.</p> <p>It was asked about the back-up being done by Dr Tech our IT support company. <b>Action:</b> The Clerk to check with our IT support company and to have it confirmed in writing how often the data is being backed up, along with proof of our data being stored.</p> <p>A review was then completed of all risks with changes noted to update the risk management report. It was noted that the Chair should not be listed as the responsible person and this will be</p> | EC |

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|                    | <p>removed, even though there will be liaison between the Clerk and the Chair, if there was an interruption of business activities.</p> <p>The Clerk will report to Full Council on an <b>exception basis</b> if anything untoward occurs, along with any mitigation methods that have taken place.</p> <p>There was a general discussion about placing a separate item on the Finance agenda, as a standing item to obtain assurance from the Clerk that nothing untoward has occurred since the previous meeting. <b>Action:</b> The Clerk to place a standing item on future Finance agendas, as a risk review for a general discussion to take place.</p> <p>There was a discussion about holding events and whether those events attract more than 1000 people. The only major event is the summer event, it does not attract this volume, and it is spread out during the afternoon and evening. Therefore, the probability rating should be reduced, along with the risk rating.</p> <p>The Risk Management Report is checked on an annual basis and only exceptions will be reported to Finance in the first instance and later at Full Council, when the item is referred on the exception basis.</p> <p>The item covering minutes of a meeting was discussed and the measure in place should read; The Chair of the relevant standing committee approves the relevant committee minutes, which are then filed. At a later stage, at the end of municipal year those minutes are bound.</p> <p>Once, the minutes have been agreed by the relevant Chair they then go out to members of the committee with the word 'Draft' watermarked. Members can give their comments and will be ratified at Full Council.</p> <p>The last item on the Risk Management report relating to register of interests, it should be Councillors that need to complete the declaration of interests, along with acknowledging receipt of any gifts, and or hospitality.</p> | <b>EC</b> |
| <b>20250926/11</b> | <p><b>Date and Time of Next Meeting</b></p> <p>Friday 10 October 2025 at 10am Budget Meeting with Chairs/Vice-Chairs</p> <p>Friday 24 October 2025 at 10am Budget Meeting with Admin, Planning and Policy and Procedures</p> <p>Friday 7 November 2025 at 10am Budget meeting with Services. This meeting date will also include a general Finance meeting at the beginning, which will be followed by the budget discussions relating to Services.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |

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|  | <p>Friday 21 November 2025 at 10am Budget meeting with Communities and Events</p> <p>Friday 19 December 2025 at 10am Budget meeting Pre-Final Review</p> <p>Friday 9 January 2026 at 10am Final Budget meeting to approve draft precept prior to the Full Council meeting Monday 12 January 2026 at 7.30pm</p> |  |
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**Derek Wilson**  
Executive Clerk and RFO

29 September 2025

Chairman \_\_\_\_\_

Date \_\_\_\_\_

| Amendments to Minutes dated |       |
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| Agenda Number               | Title |
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**Public Bodies (admission to meetings) Act 1960**– Exclusion of the public

The chairman moved that under section 1(2) of the public bodies (Admission to meetings) Act, the public shall be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted