

Minutes of the Finance Committee Meeting on Friday 7 November 2025 at 10am in the Denham Parish Council Offices, Village Road, Denham UB9 5BN.

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

Meeting was voice-recorded

Agenda No	Minutes	Actions
20251107/01	Apologies for absence Cllr Julia Walsh	
20251107/02	Declaration of Interests No declaration of interests was given	
20251107/03	Minutes of the previous Finance meeting dated 26 September 2025 Minutes of the previous meeting were agreed	
20251107/04	Review of Current Bank Balances including Flagstone Cllr AH gave an overview of the bank balances and details about the Flagstone account. Nationwide and Unity still need to be resolved with Nationwide taking a little longer.	
20251107/05	Grants policy 2025 – 2026 A discussion took place about the grants policy that had been prepared to split the policy into two sections, one for the council and one for the applicants. Action: Clerk to split the policy and to be brought back to the next meeting. Cllr SW raised that the policy refers to Section 137 and this cannot be applied to us, as our Clerk has not yet qualified. Action: Clerk to verify the definitive answer to the use of Section 137 grant allocations. Grants should be available throughout the year, or until the budget has been allocated within any given financial year. Throughout the document where it refers to 'We require' should read 'DPC require'. DPC should request a copy of the accounts, not require a set of accounts as this might put some people off from applying for a grant. Each grant application should be reviewed on a case-by-case decision, depending on the type of request received. Another aspect to review on the grants policy in some parts are repetitive and could do with adjustments in textual content.	EC EC

	There was a question raised on whether this policy should have gone through Policy and Procedures committee first. The Clerk advised that this policy is more financial and should come to this committee.	
20251107/06	Code of Fund Raising practice (To Note) This was a document that had been circulated from the Fund Raising regulator. DPC agreed that this document is not relevant and not required, as we do not fundraise. This may only be relevant to the Denham Village Green Trust.	
20251107/07	Risk Review This will be a standing item on finance, as it has been brought up as part of the risk management report to talk about any risks that may have been highlighted since the previous meeting. The systems are backed up by Dr Tech daily and at a previous meeting it was suggested to have a separate back-up drive in the office. A quote has been supplied by our IT support company for £665 plus VAT (including installation). Resolution: DPC agrees to the purchasing of this separate drive, as an additional means of back up should an adverse event occur. Proposed by Cllr AH Seconded by Cllr AWH Once installed a procedure process needs to be put in place to back-up every three months. A discussion took place on reviews of companies that we use that are outside of the main standing committee contractors. This would apply to office-based reviews on EDGE financial systems, IT support etc. It was suggested that these reviews should be carried out every three years. It does not mean that these may be changed, only whether we are getting best value out of the services being offered, or whether there is new business practices that we should be using that we do not currently know about. Action: It was suggested to place something on the agenda next year to discuss this issue. The issue of 'Carbon Offset' was raised as the Government is trying to reduce the amount of greenhouse gas emissions. You can do this through your electrical supplier with different tariffs. It is something we should be doing as a parish council. The Convene software package trial has been extended and can send out to members of this committee to review the FC agenda, to make annotations or personal notes. Action: Clerk to send out paperwork via Convene for Councillors to trial.	EC EC EC

	The issue of the hardware was discussed as the main stumbling block is that Councillors are still not using their tablets and are the tablets sufficient to cope with the software demands.	
20251107/08	Date and Time of Next Meeting Friday 21 November 2025 at 10am Budget meeting with Communities and Events Friday 28 November 2025 at 10am Finance Meeting Friday 19 December 2025 at 10am Budget meeting Pre-Final Review 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	

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.

Derek Wilson
 Executive Clerk

12 November 2025

Chairman _____

Date _____

Amendments to Minutes dated	
Agenda Number	Title
