

HARBERTON PARISH COUNCIL

Meeting of the Finance Committee of Harberton Parish Council at 6:00pm on Tuesday 7th October 2025.
Harberton Parish Hall Committee Room.

Present: Cllrs Beamish, Camp, Morris

Apologies: Cllr Butterworth, Davies

Clerk: Ms Radford

Agenda

1. **Apologies** were received as above.
2. **Minutes** consider approval of the minutes of the previous meeting

RESOLVED: Minutes of the Quarter 1 meeting of the Finance Committee were signed as an accurate record.

3. Receive and review end of Quarter 2 reports

- 3.1. 2025/26 Quarter 2 bank reconciliation for independent review and signature of reconciliation and of bank statements. Cllrs received the end of Quarter 2 bank reconciliation as prepared by the Clerk showing a balance of £58,935.50 including reserves. Cllrs reviewed the bank statements and checked that bank reconciliation figures agreed. It was noted that there had been an underpayment to the Clerk on payment reference 2509_1, which therefore showed a discrepancy of £22 between the bank balance and the closing cash book balance at the end of the quarter.

RESOLVED: i) to sign the reconciliation and bank statements, (signed by Cllr Camp).
ii) to correct the underpayment of £22 to the Clerk in the October run.
iii) to re run the bank reconciliation at the end of October, to ensure that the figures balance.

- 3.2. 2025/26 end of quarter 2 budget report Cllrs reviewed the end of quarter budget report and had the opportunity to ask questions and check figures. Following questions asked about the playground agreement for both Harberton and Harbertonford, it was confirmed that costs are equal and that the agreement is subject to VAT.
- 3.3. 2025/26 end of quarter 2 reserves report Cllrs reviewed the end of quarter reserves report and had the opportunity to ask questions and check figures. It was noted that there had been spending against the earmarked reserves for the Parish website and the Neighbourhood Plan during the quarter. It was noted that following receipt of the annual tree survey there would likely be spending against the maintenance reserve for tree works, and spending against the Service Level Agreement line, with respect to servicing the Community Landing Site Light in Harberton.

4. **Review applications to the Community Benefit Fund and consider grant recommendations (if any)**
No applications had been received within the quarter.

5. Personnel Issues

- 5.1. Consider Clerk overtime and holiday claims (if requested) The Finance Committee reviewed the Clerk's overtime and holiday tracker showing the clerk's request to retain 20 hours of Time Off in Lieu in the next quarter and an overtime claim of 11.4 hours for quarter 2, totalling £183.31. **It was RESOLVED** to recommend to the Parish Council approval of the requested 20 hours TOIL and the recommendation that the overtime be approved and paid in three instalments of £61.11 in October, £61.10 in November and £61.10 in December.
- 5.2. Any HR issues and management of role Under this item the Clerk raised matters pertinent to management of the role, acknowledged by the Committee.

6. **Confirmation of next meeting date** 7:30pm Tuesday 6th January 2026, Harbertonford Village Hall.