

HARBERTON PARISH COUNCIL

DRAFT Minutes of the meeting of the Finance Committee of Harberton Parish Council at 7.30pm on Tuesday 7 July 2026. Harbertonford Village Hall meeting room.

Present: Cllrs Beamish, Camp, Davies.

Apologies: None

Not present: Cllr Morris

Clerk: Ms Radford

1. Apologies None received.

2. Minutes The minutes of the last meeting were signed as an accurate record.

3. Receive and review end of Quarter 4 reports

- 3.1. 2026/27 Quarter 1 bank reconciliation for independent review and signature of reconciliation and of bank statements Cllrs received the end quarter 1 bank reconciliation as prepared by the Clerk showing a balance of £46,025.63 including reserves. Cllrs reviewed the bank statements and checked that bank reconciliation figures agreed. **It was RESOLVED** to sign the reconciliation and bank statements, (signed by Cllr Camp).
- 3.2. 2026/27 end of Quarter 1 budget report for review. Cllrs reviewed the end of quarter budget report and had the opportunity to ask questions and check figures. The income and expenditure figures agreed with the bank reconciliation. The document was read in conjunction with the reserves report, below.

4. Reserves

- 4.1. Review of reserves Cllrs reviewed the reserves report, prepared by the Clerk, showing the level of earmarked reserves carried over from the previous financial year, and spending against those reserves in the quarter.
- 4.2. Review of the Harberton Parish Council Reserves Policy **It was RESOLVED** to make the following updates in order to bring the Reserves Policy into line with the Parish Council's resolution of 14 April 2026:
- To remove the statement on page 1: *"On the 9th July 2024 the Parish Council resolved to maintain a general reserve at a value of approximately half (50%) of the precept".*
 - To replace the statement: *"The Parish Council seeks to build up its General Reserves so that the amount held is six months of predicted expenditure"* with the following *"On 14 April 2026 the Parish Council resolved that it would aim for the General Reserve to be equal to 50% of the previous financial year's precept by the end of each financial year."*

5. Review applications to the Community Benefit Fund and consider grant recommendations (if any)

- 5.1. Harbertonford Community Post Office and Stores An application had been made for a grant of £1,130 towards a project to create a small social space in the shop with a self-service hot drinks machine and enough seating and table space for up to 10 people. The grant will contribute towards the costs involved in upgrading the shop's kitchen by providing a proper hot water system and larger sink unit which will comply with regulations from a recent health and safety review. Training for the shop manager in level 3 Food Hygiene will also be necessary. The application included a quote from a trusted local plumber to install a second hand sink unit, new hot water system, and extend the cold water supply into the social space for a hot drinks machine. It is anticipated that the project will cost approx.. £2370 in total. £1240 match funding has been sourced from South Hams District Council, a fundraising event and a donation from a local resident. **It was RESOLVED** to recommend to the Parish Council to support the application and give a grant of £1130 on receipt of grant acceptance

6. Personnel Issues

- 6.1. Consider Clerk overtime and holiday claims (if requested) The Finance Committee reviewed the Clerk's overtime and holiday tracker showing the clerk's use of 10 hours of holiday in Quarter 1. No overtime was worked in the quarter. **It was RESOLVED** to recommend to the Parish Council approve the Clerk's request to carry 15.9 hours TOIL into the next quarter.
- 6.2. HR issues and management of role There was discussion between the Clerk, as employee and Finance Committee, as the committee with the role to advise the council on employment conditions and other personnel related matters.

7. Confirmation of next meeting date 7:30pm Tuesday 6 October 2026

Meeting closed at 8:00pm