

HARBERTON PARISH COUNCIL

DRAFT Minutes of the meeting of the Finance Committee of Harberton Parish Council at 7.30pm on Tuesday 6 October 2026. Harbertonford Village Hall meeting room.

Present: Cllrs Beamish, Davies, Morris

Apologies: Cllr Camp

Not present:

Clerk: Ms Radford

1. **Apologies** were received as above.

2. **Minutes** The draft minutes of the last meeting had been reviewed by the Parish Council. **It was RESOLVED** to sign the minutes as an accurate record.

3. Receive and review end of Quarter 2 reports

- 3.1. 2026/27 Quarter 2 bank reconciliation for independent review and signature of reconciliation and of bank statements Cllrs received the end quarter 2 bank reconciliation as prepared by the Clerk showing a balance of £70199.03 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 Beamish).
- 3.2. 2026/27 end of quarter 2 budget report and forecast 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 and included a forecast for estimated income and expenditure for the remainder of the financial year. There were no concerns.
- 3.3. 2026/27 end of quarter 2 reserves report and forecast for review Cllrs reviewed the reserves report, prepared by the Clerk, showing the level of earmarked reserves and spending against those reserves in the quarter.

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

- 4.1. Harberton Village Website An application had been made for a grant of £260.28 cover the costs of the Harberton Village Website hosting package and necessary associated domain names for the next two years. It was noted that since the website was established in 2000, the Harberton Village Website has been paid for from funds from fundraising folk music concerts organised by John and Jan Culf under the name of Harberton Folk. These funds were exhausted a few years ago. In recent years, the costs have been covered by donations received from a Snowdrop and Spring Flower Walk in West Lodge Wood. The Harberton Village Website contains a wealth of important, interesting, current and historical community information. Much of the content is contributed by villagers. It operates in conjunction with the village email circulation in some respects, e.g. advertising local events. It currently is the only online facility carrying all Harberton Parish Hall information. One feature is an archive of historical images of the village which requires a significant amount of webspace. **It was RESOLVED** to recommend to the Parish Council to support the application and give a grant of £260.28 on receipt of grant acceptance.

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 use of 14 hours of toil and 30 hours of holiday in Quarter 2. No overtime was worked in the quarter. **It was RESOLVED** to recommend to the Parish Council approve the Clerk's request to carry 6 hours TOIL into the next quarter, noting the clerk has 26.4 hours of holiday left in the year.
- 5.2. 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.

6. **Confirmation of next meeting date** 7:30 pm Tuesday 5 January 2027

Meeting closed at: 19:53