

LINBY PARISH COUNCIL

Minutes of the Finance Committee Meeting held Monday 17th November 2025 7pm at Brooke Farm

Present: Cllr's D Ireland, C Harrison, W Lewis and L Gretton (Clerk)

1. Apologies

None

2. Declarations of Interest

None

3. Approval of Finance Committee Minutes – Oct 2024

The Minutes were approved by the Committee and signed by Cllr D Ireland

4. Review of spending levels against budgets

- Clerks Salary is expected to be within budget
- ICO Registration (annual Data Protection Certificate) will be over budget by £12.00 due to an increase in costs
- Training & Events is expected to be within budget
- PC Insurance with Zurich, which is a new 3 year term, is overbudget by £87.60
- The insurance for the PC mower is underbudget by £312.00 due to changing insurers
- NALC subs is expected to be within budget
- Website costs which includes Microsoft 365 Subscription and antivirus software is under budget. The Finance Committee advised there is an annual cost for web support which has not been budgeted for – **Cllr Harrison to contact JKE re: costs**
- Website Design and Development, to update the PC's website has not been budgeted for and cost £375.00
- The Chairman allowance (used to purchase the wreath) is underbudget
- Employer's Pension Contribution is expected to be overbudget by £26.24. This is due to an increase in the Clerk's pay and backpay
- Deficit has not been used as the triannual valuation rates have not yet been set. These are expected to be set in December 2025
- Employers National Insurance is expected to be within budget
- Petrol for the lawnmower is expected to be within budget
- Repairs/service to the lawnmower is overbudget by £203.29 due to repairs required
- Water supply at the Heritage Centre (Water Plus) is expected to be overbudget
- Docks Maintenance budget has not yet been used
- Christmas lights maintenance/usage is expected to be within budget

- The budget for Christmas tree/delivery is expected to be overbudget, depending on the cost of the tree
- The Plants budget is expected to be under budget
- General maintenance of the Parish is under budget. The Finance Committee agreed to secure quotes for a new bench next to the bus shelter. **Cllr Lewis to pursue**
- Lengthsman & Grass maintenance is expected to be within budget
- The budget for GBC Road sweeping and garden waste collection is expected to be under budget due to GBC only coming out twice so far this year instead of the 9 visits requested (Apr – Nov)
- Weed spraying budget has not been used as the company did not come out and do not return calls
- The cost of Carols around the Tree is expected to be around £600.00 and is funded through profit from fundraising events / donations
- The project to repair the footpath outside of Brooke Farm to Hall Farm Entrance cost £35,153.00. This was funded through CIL monies and the NCC Local Communities Fund
- The PC purchased a Minute Book at a cost of £233.67, this had not been budgeted for
- The Planning Budget which includes employing a Planning Consultant, Traffic Consultant and Drainage Engineers is under budget by £5,388.00

5. Prepare budgets for 2026/2027

All budget heads were reviewed. The draft budget for 2026/2027 was agreed for submission to the full Council.

- Clerks Salary to increase to £7,900.00. This should be sufficient for a 3.2% pay increase
- Clerks home office expenses to remain at £312.00
- Stationery & Printing to increase to £200.00 to cover the cost of 2 x newsletters
- ICO Registration (Data Protection Certificate) to increase to £50.00 to cover increase in costs
- Training & Events budget to remain at £100.00
- The budget for PC insurance to increase to £750.00 to cover any increases in costs
- Insurance for mower to reduce to £350.00
- Budget for NALC Subscription to remain at £250.00
- The budget for the External Audit to increase to £630.00 to cover the cost of a limited assurance review for smaller authorities with income/expenditure up to £300,000.
- The budget for Internal Audit to remain at £120.00
- The Finance Committee agreed to include a budget for a Financial Advisor to provide guidance on investment for the future CIL receipts. £2,000.00 was added to the budget. **The Clerk to contact NALC for advice on investment**

- Website costs to remain at £200.00 to cover the cost of the annual maintenance package with JKE Web Design
- Chairman allowance to remain at £25.00
- Employers Pension Contribution to increase to £1,700.00 to cover the cost of any increases to the Clerk's salary
- The Local Government Pension Scheme Deficit to remain at £500.00
- Employer's National Insurance to remain at £500.00
- Petrol for the lawnmower to remain at £225.00
- Service/Repairs to the lawnmower to increase to £600.00 to cover increase in costs
- Water usage at the Heritage Centre to increase to £200.00 to cover increase in costs
- Docks Maintenance to remain at £50.00
- The budget for Christmas lights maintenance/running costs to increase to £300.00 to cover costs
- Christmas tree/delivery to increase to £625.00 to cover any increase in costs
- The budget for Plants for the parish to remain at £650.00
- General Maintenance of the Parish to decrease to £1,000.00. This reduction is due to the PC utilising the £39,000.00 S106 maintenance received from GBC
- Lengthsman Costs and Grass Maintenance to remain at £1,500.00. This will include 4 x Lawn Treatments per year
- GBC Road Sweeping and Garden Waste Bin to remain at £400.00. This should be sufficient for 9 visits, March to November
- Weed spraying the access roads and roundabout to remain at £150.00. **The Clerk to contact WeedFree for a quote**
- The budget for Section 137 is £50.00
- The budget for Planning to reduce to £9,000.00. This will cover the cost of employing a Planning Consultant, Traffic Consultant and Drainage Engineer to provide advice and expertise re: the Top Wighay development and other planning matters in the parish
- A budget has been set up for the £39,000.00 S106 contribution. This will be used to hire a contractor to regularly maintain the grassed areas throughout the parish, including near the Heritage Centre and areas near the Linby Trail, at the Strata estate and areas near the Pitwheel. This should reduce the wear and tear on the PC mower. The S106 contribution will also be used to make improvements at the Heritage Centre including seeking specialist advice on wildflowers and planting and purchasing a new door for the centre. **The Clerk to contact Weedfree for a quote for regular grass maintenance. Cllr Lewis to contact Jack Garratt and one other organisation plus quotes for a Painter & Decorator for the Heritage Centre.** Cllr Ireland commented that the grassed areas at the Sherwood Gate estate should be maintained by Gedling Borough Council, as they have been allocated the S106 monies to be used for maintaining green space at Sherwood Gate

7. Precept Recommendation

The precept recommendation for 2026/2027 is £30,337.00 which is a 2.73% increase.

8.0 Review of Ear Marked Reserves

The Ear Marked Reserves were reviewed. The reserve total sits at £17,231.07

- Donation from PPLEG for a Community Project (received November 2017) remains at £2,000.00
- Small Business Rates Relief, Government Grant received 2020 remains at £8,500.00
- Elections £500.00
- Carols around the Tree £80.06
- Bonfire Event Projects £2,188.47
- Barn Dance 2025 Profit £2,962.54
- Pension Deficit £1000.00 (includes unspent deficit of £500 from 24/25 and £500 from 25/26)

The Finance Committee discussed utilising the Small Business Rates Relief Grant to renew the posts at the Docks, which are extremely labour intensive. The Committee discussed various options including UPVC, Oak and Accoya. **Clerk to contact Highways for advice on materials**

The Finance Committee discussed utilising some of the Community Project Reserve to fund a Barrel near Bottom Cross. The previous barrel was in a poor state of repair and was removed. A resident has approached the PC to advise they are willing to water and maintain the barrel. **Cllr Lewis to pursue**

9.0 Review of banking arrangements

It was resolved the Co-operative Bank continue to provide the Councils banking services. Current authorisers are Cllr's Denise Ireland, Charlotte Harrison and Elaine Tunstall and the Clerk, Liz Gretton.

10.0 Appoint internal auditor

It was agreed Sue Stack will remain the internal auditor

11.0 Review of Insurance Cover

The Parish Council have taken out a 3 year contract with Zurich insurance, up to 31/5/2028.

12.0 VAT Claim

£1,055.07 to be claimed

13.0 Review Financial Risk Assessment

The Financial Risk Assessment was reviewed and agreed at the May 2025 meeting. No further action.

14.0 Review Financial Regulations Policy

The Financial Regulations Policy was updated June 2025 and adopted at the July 2025 meeting. No further action.

15.0 Review Financial Reserves Policy

The Financial Reserves Policy was reviewed and no changes recommended.

16.0 Review Asset Register

The Asset Register to be reviewed at the January 2026 meeting.

The meeting ended at 20:45

Signed: _____

Date: _____

Initial _____