



WITHYHAM PARISH COUNCIL

To all Members of the **FINANCE** Committee
(with copies to all other Councillors for information)

You are summoned to attend a meeting of the **FINANCE COMMITTEE** to be held at **The Old Station**, Station Road, Groombridge on **Monday 29th September 2025** at **7pm** when it is proposed to transact the following business:

Deborah Siddle, Clerk – 23rd September 2025

Members of the public are encouraged to attend our meetings either in person or via Zoom (access details at the end of this agenda), there is a 10-minute opportunity for them to address the Committee at the start of the meeting.

- 1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES**
 - 4.1 Minutes of the meeting held on 23rd June 2025
 - 4.2 Matters completed and outstanding from previous minutes (not listed as separate agenda items)
- 5. GRANTS**
 - 5.1 Consider Grant applications received to this meeting
 - 5.2 Note any Monitoring Forms received
- 6. GRASS CUTTING AT THE TANYARD**
 - 6.1 Receive update from Groombridge Sports Ground Association
 - 6.2 Consider future grass cutting contributions (to recommend to Council)
- 7. GROOMBRIDGE RECREATION GROUND** – consider the lease and the arrangement with MSporti for recommendation to Council
- 8. WEALDEN COMMUNITY LED INFRASTRUCTURE FUND** – consider whether WPC has any appropriate needs in its Parish Plan
- 9. GROOMBRIDGE OLD STATION** – consider conveyancing quotes
- 10. POLICIES** - to recommend to Council
 - 10.1 Reserves Policy
 - 10.2 Capital expenditure guidance
 - 10.3 Prepaid card policy
- 11. BUDGET SETTING PROCESS 2026/27**
 - 11.1 Note timetable
 - 11.2 Consider approach to Members Allowances for 2026/27 budget

11.3 Provide any additional guidance to the RFO

12. ACCOUNTS AND FINANCE

- 12.1 Note expenditure against budget report (to September 2025)
- 12.2 Agree overspend on Training budget
- 12.3 Consider any Virements (to include for Training budget overspend) and Journals
- 12.4 Consider 3-year budget 2025 to 2028
- 12.5 Consider cashflow (to September 2025)
- 12.6 Authorise addition of Clerk to Council bank mandates
- 12.7 Prepaid Card - note addition of Clerk and removal of RFO
- 12.8 Consider quotes not listed as a separate item

13. RESPONSIBLE FINANCE OFFICER (RFO) REPORT

14. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA to include:

- Risk Assessments (including Fire Risk Assessment)
- Grant guidelines (review of repetitive and maintenance applications)
- BETSI Village Green request

15. DATE OF NEXT MEETING – to be held on 24th November 2025 at 7pm at Groombridge Old Station.

Join Zoom Meeting:

<https://us06web.zoom.us/j/86206241172?pwd=5anHRV3lCaT3XbPvhv0PYccQgxaYvQ.1>

Meeting ID: 862 0624 1172

Passcode: 134977