

AMANDA BARLOW
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To: The Members of the Finance & Personnel Committee of Sundridge with Ide Hill Parish Council
(*Cllrs Allgood, Banbrook, Evans, Fribbens, Maybury (Chairman) and Powell*) I hereby summon you to attend a Meeting of the Finance Committee at **7.00p.m. on Monday 19 January 2026 at Ide Hill Village Hall** to transact the undermentioned business.

Amanda Barlow 15 January 2025

AGENDA

1. To receive apologies and reasons for absence.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960
4. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.
None.
5. **To agree the minutes of the meeting held on 17 November 2025 and matters arising not covered under Agenda Items.**
6. **Budget for 2026-27**
 - 6.1 To set the budget for 2026-27 to be approved by the Full Council
7. **Precept**
 - 7.1 To set the precept for 2026-27 to be approved by the Full Council
8. **Date of next meeting**

AGENDA DOCUMENTS

1. To receive apologies and reasons for absence.

None received

5. To agree the minutes of the meeting held on 17 November 2025 and matters arising not covered under Agenda Items.

*Minutes of the Finance & Personnel Committee Meeting
Held at Sundridge Village Hall on 17 November 2025, 7.30 pm*

Present: Councillors Allgood (in part), Banbrook (in part), Evans, Fribbens, Maybury (Chairman) and Powell

Apologies: None

In attendance: Amanda Barlow – Clerk and 0 members of the public

1. To receive apologies and reasons for absence.

There were no apologies

2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

None

3. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

None.

4. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.

None.

5. **To note the Terms of Reference for the Finance & Personnel Committee**

Members agreed that the Terms of Reference for the Finance & Personnel Committee should be put to the Full Council meeting for approval.

Cllr Allgood arrived at the meeting.

6. **Items for decision, discussion and/or allocation of resources if necessary.**

6.1 Six months monitoring at 30 September 2025

Members discussed, at length, each section of the budget and made various comments and recommendations. The notes are marked on the attached budget sections at Appendix A.

6.2 Reserves Policy and allocation of Reserves

Members noted the reserves and agreed that the allocation of reserves would need to take place after the Strategic Planning had taken place. It was agreed to recommend that 50% of the precept should be held in General Reserves.

7. Bank Reconciliation

7.1 To agree the bank reconciliations for the period 1 April to 30 September 2025 as at Appendix B.

Members agreed the bank reconciliation and it was agreed that Cllr Fribbens and Maybury would review the 6 months bank reconciliation in detail.

8. Policies/Guidance

8.1 Finance Risk Assessment

Members resolved to agree the Financial Risk Assessment. Members asked the Clerk to check with KALC their advice on a cyber attack on the bank account.

8.2 Financial Regulations

Members agreed the Financial Regulations and recommend they are adopted by the Full Council at the meeting on 24 November 2025.

8.3 Preparation for Martin's Law

Members discussed the forthcoming implementation of Martin's Law and agreed in the first instance that all events organised and/or attended by the Parish Council should have risk assessments. It was agreed the Clerk would prepare risk assessments for the forthcoming Christmas events.

8.4 First Aid/Defibrillators

The Clerk advised that there been a First Aid presentation at the Clerk's Conference.

It was agreed that the Parish Council should:

- Check the defibrillators before each Council meeting and report to the meeting
- Funds should be allocated to provide First Aid training for residents
- First Aid packs (to prevent catastrophic bleeding) should be placed by the side of each defibrillator and that there should be a first aid pack in the village hall and a pack should be available for the Parish Council to use at outside events.

The Clerk advised that it had been recommended to keep the Defibrillator boxes locked as it was absolutely vital that members of the public call 999 first prior to using the defibrillator. It also prevents members of the public "removing the defibrillator".

9. Strategic Planning

9.1 Strategic Planning

Members unanimously agreed that the Parish Council should carry out a strategic planning exercise in January 2026. It was agreed that this should be held in a "third party" venue and some funds should be allocated to facilitate the exercise.

9.2 Strategic Investment Planning

Members agreed that the Investment Planning should take place after Members had decided the strategy for the Council.

10. AGAR 2025/26

10.1 Preparation for Assertion 10

The Clerk advised that the Parish Council will now have to comply with Assertion 10. It was agreed that the Parish Council should look at a new website and the Clerk, Cllrs Fribbens and Allgood would review the various options and bring the findings to the January 2026 meeting.

10.2 IT Policy

It was agreed that the Clerk should put together an IT Policy to be agreed by Members.

10. Date of next meeting Tuesday 20 January 2026 at 7.00pm – Ide Hill Village Hall

6. Budget for 2026-27

6.1 To set the budget for 2026-27 to be approved by the Full Council

To follow:

7. Precept

7.1 To set the precept for 2026-27 to be approved by the Full Council

5. The “tax base” of a Town or Parish area is calculated by converting all banding and discount figures to “band D equivalents”, together with an allowance for non-collection. The final figure represents the amount of tax that would be raised by the levy of £1 in band D. For instance, if a Town or Parish has a tax base of, say, 2,000 and issued a precept for £16,000, then the Town or Parish's part of the tax for a two or more adult household in band D would be £8. In band A it would be £5.33 and in band H £16.

7. The District's tax base calculations are to be approved by Cabinet on 13th January 2026. The tax base for 2026/2027 for your area, based on the valuation list and occupancy information on 1st December 2025 has been estimated to be 943.61. If you wish to see a detailed breakdown of the calculation, do please let me know. Based on ongoing recovery in collection rates the allowance for non-collection will remain the same for the coming financial year. For 2025/2026 it was set at 0.6% and for 2026/27 it will remain at this level.

Precept set for 2025/26

9.2 To set the precept for 2025-26

Members resolved to set the precept at £85,000 for the year 2025-26.

Tax base is 945.99

Precept £85,000

$\text{£85,000}/945.99 = \text{£89.85}$