

**MINUTES of the meeting of the Finance and Human Resources Committee held on
Monday 8th December 2025 at 7.30pm at South Brent Village Hall, South Brent.**

Before the meeting there will be an Open Forum for discussion with members of the public for 15 minutes for items not included on the agenda (each speaker has a maximum of 5 minutes at the discretion of the Chairman). No public present.

Actions

F&HR A 251208	Record of members present. Cllrs. C and G Pannell, Richards, Rafiqi, Astal-Stain and the Deputy Clerk/RFO, Lucy Bruckner	
F&HR B 251208	Apologies for absence and reason for absence. Cllr. Johnston, unwell, Cllr. Childs, work obligations, Cllr. Hanney, no contact received.	Approved Cllrs Childs & Johnston Absence
F&HR C 251208	Declarations of interest (and nature) with regard to items on the agenda. None.	
F&HR D 251208	Consider the granting of dispensations. Not applicable.	
F&HR E 251208	Public participation session with respect to items on the agenda. None.	
F&HR F 251208	Confirm the minutes of meetings of this committee on 6 th October 2025* and report on any matters arising – for information only. Proposed as a true record, with minor amendments, Cllr. Richards, seconded by Cllr. C Pannell.	Approved
F&HR G 251208	To receive a report from the Recreation Association on current and future staff costs, relevant to budget setting. Cllr. Richards proposed and Cllr, G Pannell seconded that this item be discussed pursuant to Section 1(2) Public Bodies [Admission to Meetings] Act 1960, to resolve to exclude the public and press due the confidential nature of the business to be transacted. The committee read the report and would like some further information. 1. Is there a need for additional funds for extra costs and or wages or does the PC grant cover all? 2. The agreement was for the £20,000 funding from the PC to fund the two positions in a 50/50 split, however Operations is receiving around 80%, please can this be explained in a more detailed report. 3. How much has fundraising increased by since the Operations Manager joined the Rec, given that their employment is intended to be self-financing. 4. What is the plan after April 2027 regarding management of the Rec. Cllr. Richards proposed to resolve the re-admittance of public and press to the meeting, seconded by Cllr. G Pannell.	Deputy Clerk to contact the Rec Association as a matter of urgency, prior to Full Council meeting on 15 th December 2025.

F&HR H 251208	To receive a report on earmarked and general reserves held and to consider and decide on adjusting those budgets and viring underspends. - The committee considered both reserves and made various changes as shown in the attached document which is RECOMMENDED to Full Council. - RFO to create a policy on all Reserves, to include minimum vire amounts of £1,000 per line, and bring to the next F&HR meeting.	- Recommended to Full Council December 2025 meeting. - RFO to create for F&HR January 2026 meeting.
F&HR I 251208	To consider and agree on an increase in general reserves from three months of the annual budget to six months. RECOMMEND to Full Council to increase general reserves to four months of annual precept in 2026/27, five months in 2027/28 and six months in 2028/29.	Recommended to Full Council December 2025 meeting. RFO to update Risk Register.
F&HR J 251208	To consider and agree the budget and precept requirements for 2026/27. Note the recommendation that a budget of £48,500.00 is awarded to the L&E committee for 2026/2027 which now includes Parish Council toilets. The committee considered general reserves, ear marked reserves and budget lines. Cllr. Rafiqi had estimated a potential increase of up to 16% in labour and material costs for L&E. The updated draft budget, earmarked and general reserves document is attached in appendix A and should be read in conjunction with these minutes. The committee RECOMMEND to Full Council a budget of £153816.35 and a precept of £112,066.00.	
F&HR K 251208	Any other relevant matters, including - items for the next F&HR committee meeting - items for the next Full Council meeting - dates of future meetings.	

Meeting closed at 22:20

2026/27 draft budget

	RFO figure	Agreed at meeting	RFO explanation	From Earmarked Reserves	From General Reserves
Office Costs					
Payroll and pension	£34,695.00	£34,695.00	Taken 2025/26 actual and increased it by 5%		
Staff costs	£1,000.00	£1,000.00	No increase		
Admin and office costs	£2,087.00	£2,087.00	Monthly costs £138.89 (£1666.68 pa) includes Microsoft and gov.uk emails for all Cllrs (phone, mobile & Moortek) plus £179.98 Webhosting, plus £20 per month contingency.		
Local projects	£10,600.00	£5,000.00	To replace CBF. Includes grass cutting St Petrocs		
Parish assets - purchase or replace		£5,000.00			
Station Yard and Car Park Lease	£4,770.00	£4,500.00	Stayed as 2025/26. From earmarked - Station Yard	£2,250.00	
Community Transport	£1,500.00	£1,000.00	No increase		
Media	£1,220.00	£1,220.00	10% increase.		
Public Works Loan Board	£2,500.00	£2,500.00	No increase		
Insurance	£5,000.00	£5,000.00	All buildings need assessment for insurance value		
Audit fee	£800.00	£800.00	10% increase		
Subscriptions	£1,200.00	£1,200.00			
Hire of rooms	£750.00	£750.00			
Land and Estates	£53,500.00	£41,500.00	Have added £5k for Parish Asset assessment and valuation	£10,000.00	£12,000.00
Parish Basic Allowance	£4,219.80	£3,164.85	Changed to max of nine Cllrs this term at £351.65 (5% increase)		
Election costs	£600.00	£600.00	We have £1251 in earmarked reserves for this to date.		
Chairmans allowance	£500.00	£300.00			

Meetings and training	£2,000.00	£2,000.00	Is CiLCA completed?		
Cllrs' Travelling & Subsistence Expenses	£200.00	£200.00			
Christmas Lights	£5,000.00	£4,000.00	Plus £1500, due to possible change in supplier		
SB & District Caring	£2,000.00	£2,000.00			
Recreation Association	£40,000.00	£30,000.00	Staff costs £20k and skate park repair £20k. Committee decided on £30K		£12,500.00
VASS	£200.00	£200.00			
s137	£4,000.00	£2,000.00			
Defibrillators	£1,100.00	£1,100.00			
Parish events	£500.00	£500.00			
Grant aid	£1,000.00	£1,000.00			
Reserves					
Earmarked reserves					
Accessibility	£500.00	£500.00			
Obsolete lines					
Local and Community Benefit Projects					
Stockbridge Lane and play park WC's					
TOTAL	£181,441.80	£153,816.85		£12,250.00	£24,500.00

Income Estimated not guaranteed
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Grass cutting DCC and SHDC	£2,598.00
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VAT refund (May-Nov 2025) s106	£3,484.00
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Total estimated. Allocate £5000 to budget.	£6,082.00
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Precept amount agreed at meeting as £112066.00
Budget £153816.85 less earmarked £12250, general reserves transfers £24500, and estimated income £5000 = £112066.85 which balances to the budget.

Earmarked reserves	Total 1/4/2025	Agreed at F&HR budget meeting for 26/27	Agreed vire to budget	Notes
Land and Estates (was Open Spaces)	£10,520.61	£10,520.61	£10,000.00	
Parish Assets (WC's, Toll House, Pavilion)	£12,739.13	£14,235.13	£12,000.00	Inc £5k prof fees
Local Community Projects (was seats)	-£ 3,320.00			
Christmas lights				
Station Yard and Car Park	£12,030.00	£12,030.00	£2,250.00	
Election	£ 1,251.00	£ 1,251.00		
Office equipment and supplies	£ 2,746.00	£ 1,000.00		
Community transport	-£ 800.00			
Remembrance	£ 900.00			
Training	£ 89.32			
Defibs		£ 1,000.00		
Toll House	£ 1,496.00			
Media	£ 1,964.10			
Stockbridge Lane and play park WC's				
Events		£ 1,000.00		
TOTAL earmarked reserves	£39,616.16	£41,036.74	£24,250.00	
In Nationwide account at 1.12.2025	£67,182.28			

GENERAL RESERVES

Reserved max 2 years - Rec Ground staff			£20,000.00	p.a. two years, £20k paid 4.7.2025
Account balance at 30.11.2025	£70,024.10			
For Rec			£12,500.00	
	£57,524.10			