PROBUS PARISH COUNCIL

Clerk: Mr Ivan Myles (Parish Council)
Address: 6 Kew Wav, Probus, TR2 4FN
Telephone Number 07749 626021
Email: clerk@probusparishcouncil.gov.uk

Minutes of **the Ordinary** Meeting of **Finance Committee** held on **Wednesday 14th October 2026** at **Probus Parish Office, Amelia Close, TR2 4TS Commencing at 7pm**

Members Present: Cllrs Nicholas Gillard (Chair), Jack Burr, Ian Peters, Kevin Cope
The meeting opened at 20:15 hrs
Also attending: Mr Ivan Myles (Parish Clerk)

26/F86 **Apologies for Absence**
Cllr James Faull

26/F87 **Declarations of Interest** on the agenda items –
Cllr Gillard – Playing Field Association member
Cllr Peters - Playing Field Association member

26/F88 **Public Participation (15 mins)**
None attended

26/F89 **Minutes -** to confirm the record of the finance committee meeting of 16th March 2026
Cllr Gillard **Proposed** to accept these, Cllr Peters **Seconded,** Unanimous

26/F90 **Nominations & election of chair & vice chair.**

Cllr Gillard was nominated to be elected as chair for the remainder of the municipal year.
Cllr Cope **Proposed** to elect Cllr Gillard. **Seconded** by Cllr Burr.
Carried Unanimous

26/F91 **Review/confirmation of appointment to the role of 'responsible financial officer' to the parish council, and the appointment of a suitably qualified external body or individual to act in support of the temporary 'responsible financial office'.**

Cllr Gillard **Proposed** that Mr/Cllr Ivan Myles continue in the role of 'responsible financial officer'. **Seconded** by Cllr Peters. **Carried** Unanimous
Cllr Gillard **Proposed** that Aalgaard Renshaw Business Solutions be engaged to provide continuity of service. **Seconded** by Cllr Peters. **Carried** unanimous.

26/F92 External audit report for the year 2025/26

The external auditors report was discussed, and it was noted that any actions to be carried out should be reviewed by the finance committee at a future meeting date and prior to the end of year 2026/27.

26/F93 Internal Audit report – to consider appointment of an internal auditor for the financial year 2026/27.

Cllr Gillard **Proposed** that Aalgaard Renshaw Business Solutions be engaged to provide continuity of service. **Seconded** by Cllr Peters. **Carried** unanimous.

26/F934 Statement of accounts to 30th Sept 2026

Account balances for the Community account and the business. Instant account were reviewed and noted.

The General reserves figure held in the business instant account was considered and no changes were proposed.

The earmarked reserves plan (including CIL funds held by the parish council were reviewed. Progress with a number of projects has been made and the expenditure incurred needs to be recorded against the plan. An updated version of the earmarked reserves is to be prepared for a future meeting of the finance committee.

The available report on expenditure to budget for 2026/27 was reviewed and noted

Cash book maintenance was discussed. It was noted that entries to the cashbook need to be reviewed in order to allocate expenditure incurred to the correct budget line. The current version has several items of expenditure incorrectly coded to different budget lines. This review needs to be carried out in conjunction with a review of the parish workplan for 2026/27 as described in agenda item 26/F97 below.

26/F95 Budget Review & Precept setting process

The process for reviewing the parish council budget and setting its precept for 2027/28 was discussed.

Further information on expenditure to date is needed to inform some of the likely changes needed to various budget headings. This process can begin but will need to be reviewed at the December meeting of the finance committee when information will be available on expenditure & income to 30th Oct.

The approach of taking the budget headings line by line and reviewing:
Actual expenditure
Forecast expenditure
Predicted changes due to internal/external pressures

Any alterations, adjustments will need to be approved by resolution prior to the proposed budget & precept being considered by full council at its meeting

on 16th Dec 2026

- to note and consider adjustments

26/F96 Grant awards for the year 2026/27–

Cllrs noted that 'expressions of interest' were due in by 31st Oct. The option of issuing reminder to previous applicants was discussed and on balance it was agreed that this should be carried out.

Evaluation of applications
Full details of expressions of interest will be reported at the next meeting of the finance committee on 11th Nov 2026.

26/F97 Parish Council projects & work plan 026/27 & 2027/28

The current list of projects was reviewed, and it was noted that some of the 'current year' projects would run into 2027/28. The addition of any significant projects will need to be considered against the available funding from earmarked reserves and/or CIL funds held by the parish council.

26/F98 Urgent expenditure items for consideration

a. Appointment of an external evaluator/assessor to participate in the selection process for the vacancy position of Clerk/RFO

   Cllr Peters **Proposed** that Aalgaard Renshaw Business Solutions be engaged to provide continuity of this service from the previous recruitment process. **Seconded** by Cllr Burr. **Carried** unanimous.

b. Remedial works to the fence in Probus Play Area. Councillors considered the proposed works requiring removal of old & damaged fence belonging to a neighbour and replacement of the damaged wire mesh fence owned by the parish council

   Cllr Cope Proposed that quotes for the works be obtained and that subject to the expenditure being withing the limits set in standing orders that the chair & clerk proceed with appointing a contractor to carry out the work

c. Proposed works to the parish council office for installation of electricity meter, water meter, Blinds for the main door, improvements to heaters and additional equipment.

   Cllr Gillard **Proposed** that the above improvements along with other minor works to make the parish office suitable as a place of work to be carried out subject to the expenditure being withing the limits set in council standing orders that the chair & clerk proceed with appointing

contractors to carry out installations and purchase necessary equipment. **Seconded** by Cllr Peters. **Carried** unanimous.

26/F99 Correspondence

a. Correspondence received before the despatch of the agenda
   None received
b. Correspondence received after the despatch of the agenda
   None received

26/F100 To close the meeting.

None received

14th October 2026

Mr Ivan Myles

Clerk/Proper officer RFO to the Council

Date_____ Signed_____