

# COOKHAM PARISH COUNCIL

## Minutes of Meeting of the FINANCE COMMITTEE Held in the Community Room on Tuesday, 27<sup>th</sup> May 2025, commencing at 7.30pm

**PRESENT:** Cllr R. Kellaway (Chairman)  
Cllrs M Brar, M. Howard, B. Perry, H. Pleming, and A-L Regan.

No members of the press or public were present.

**1. Apologies for Absence:**

Apologies for absence were received from Cllrs T. Caen and J Moore.

**2. Declarations of Interest.**

None.

**3. To elect a Chairman for the Finance Committee.**

On the proposal of Cllr. Howard and seconded by Cllr. Brar, Cllr. R Kellaway was unanimously approved as Chairman of the Finance Committee.

**4. To approve the minutes of the Finance Committee meeting of 3<sup>rd</sup> December 2024.**

These were approved.

**5. To consider the Internal Auditor's report for the Financial Year 2024-25 (see Annual Governance and Accountability Return (AGAR) page 3 and attached report).**

The Chairman reported that the internal auditor, Barrie Dancer, had submitted his report, which was duly reviewed and discussed. Following deliberation, it was unanimously agreed that the General Funds must be maintained at an appropriate and sustainable level to ensure financial stability. Furthermore, in instances where budget allocations are exceeded, the minutes shall accurately record the specific amount agreed to be spent, along with the precise fund from which the spending is drawn, to uphold transparency and accountability in financial management.

The Chairman also noted the system for recording allotments, burials and memorials has been reviewed and is now satisfactory.

**6. To consider the Assertions in AGAR Section 1 – Annual Governance Statement 2024/25 and approve the recommendation for approval by Full Council. (AGAR Section 1, page 4 and supporting document)**

The documentation provided by the Clerk to enable them properly to consider the assertions 1 to 8 of the Annual Governance Statement were reviewed. Question 9 relates to a trust fund which the Council does not hold.

The Annual Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) as prepared by the Clerk, was unanimously approved for recommendation to Council.

**7. To review the Accounting Statement for Financial Year 2024-25 and approve its recommendation for approval by Full Council. (AGAR Section 2)**

The Chairman explained that as noted in the Explanation of Variances, the increase in staff costs this year in comparison with the previous year was due to the appointment of locum staff. The committee reviewed the accounting statement, Section 2 of the AGAR, as prepared by the Clerk. This was unanimously approved for the recommendation to Council.

**8. To review the Bank Reconciliation as at 31<sup>st</sup> March 2025 and approve its recommendation for approval by Full Council. (Included within AGAR and Informational Accounts)**

The Bank Reconciliation report was reviewed as part of the AGAR and was unanimously recommended for approval by Council.

**9. To review and approve the information connected with the 'Confirmation of the dates of the period for the exercise of Public Rights'.**

The dates for the period of the exercise of public rights were approved as running between Tuesday 10<sup>th</sup> June to Monday 21<sup>st</sup> July 2025.

**10. To review the Accounts for the Financial Year 2024-25 and recommend for approval by Council.**

The set of accounts as prepared and circulated by the Clerk were unanimously recommended for approval by Council.

**11. To review and approve the Register of Assets (included in the Accounts).**

The Register of Assets prepared and circulated by the Clerk was approved.

**12. To review the Strategic Reserve Fund at 31<sup>st</sup> March 2025 and consider and approve any redirection of such funds.**

Following the review of the provisional Year End figures, the movement of Strategic Reserves set out below were approved for recommendation by Council:

Moves to the Strategic Reserves(SR) from General Fund(GF) :

- Election Fees- £2500 (note £1,500 already in GF Budget)
- Alfred Major Maintenance- £1,150.00 (note £1350 currently in SR so total will become £2,500)
- Alfred Major Improvement projects- £5,000.00 (note nothing in SR currently)
- Chapel Maintenance- £9800.00 (Currently £10,200 in SR making new total of £20,000)
- War Memorial Repair/Maintenance and Tarrystone Seat- £427.00 (currently £1,573 in SR making new total of £2,000)
- Legal Planning- £2600.00.00 (Currently £1,150 in SR making a new total of £3,750)
- Wild Flower Project (New item) - £1000.00

The revised figures for the SR funds for recommendation to Council are attached to these minutes.

**13. To approve continuing payments in 2025-26 of ongoing Direct Debits, Standing Orders and remuneration payable to all employees.**

This was unanimously approved.

**14. Vote of Thanks**

The Chairman thanked the Finance Committee for their work.

The Chairman and the Committee members thanked the Clerk for all her work.

**The meeting closed at 8.25pm.**