

# Nettlebed Parish Council

Minutes of the **Finance Committee** at The Village Club, High Street, Nettlebed  
on Tuesday **29th September 2026** at 6.00pm

## Councillors

**Present:** Chair: Stuart Mackie (SM)  
Councillors: Conway Shaw (CW)  
Emilia Henderson (EH)

**In attendance:** Jo Pugh (JP) - Parish Clerk

**Also present:** 0 member(s) of the public

## MINUTES

001/26 **To receive and accept apologies for absence**

None

002/26 **Requests for Dispensations, Declarations of Interest, gifts and hospitality**

None

003/26 **Draft Budget 2026/27**

To consider and review the draft budget for the 2026/27 financial year, as prepared by the Clerk, including proposed income and expenditure, budget assumptions and any amendments required prior to recommendation/approval.

The draft budget was considered and reviewed. Members discussed the proposed income and expenditure and agreed that the draft budget, amended during the meeting, should be presented to Full Council at its next meeting.

It was noted that the budget would be further reviewed, updated and finalised at the January meeting.

It was agreed to make the following **RECOMMENDATIONS TO FULL COUNCIL**:

- the existing earmarked reserve of £5,890.79 for Traffic Calming be released and transferred to General Reserves asap.
- the Council should aim to maintain a level of General Reserves equivalent to seven months' expenditure (excluding ring-fenced funds, earmarked reserves and any funds designated for a specific purpose)
- at the end of each financial year, any unallocated surplus remaining after accounting for commitments and funds designated for specific purposes should be transferred to General Reserves.

**RESOLVED:** That the draft budget for 2026/27 be presented to Full Council for consideration, together with the above recommendations, and that the budget be further reviewed, updated and finalised at the January meeting.

004/26 **Finance Checks and Internal Financial Controls**

To undertake the Committee's finance checks, including:

- reconciliation of bank statements against the cash book/accounting records
- sample checking of payments against invoices and supporting documentation, and
- confirmation that financial records and transactions are appropriately evidenced and reconciled.

Due to time constraints, the Committee's finance checks and internal financial control checks were not undertaken during the meeting. It was agreed that the required checks would instead be carried out at a separate virtual meeting - date to be confirmed.

005/26 **VAT Reclaim – 1 February 2026 to 31 August 2026**

To review the VAT reclaim for the period 1 February 2026 to 31 August 2026, including the supporting transaction records and documentation, and to confirm the amount to be reclaimed.

**RESOLVED:** That the VAT reclaim be approved and submitted to HMRC.

006/26 **Items for information or next Agenda only**

None