



**The meeting of the Finance Committee Meeting for Cavendish Parish Council took place on Monday 15th September 2025. In the Cavendish Memorial Hall at 4.15pm.**

**Councillors Present: Malcolm Halliday, Nicky Welch and Annette Williamott.**

**Also present: Kay Garner (RFO)**

**1. Acceptance of apologies for absence.**

None.

**2. Declaration of Interest in items on the agenda and dispensation requests.**

No councillor declared an interest in any item on the agenda. No dispensation requests were received.

**3. Approval of minutes of the previous meeting held on 16<sup>th</sup> June 2025.**

It was agreed that the minutes were correct. Malcolm Halliday signed them.

**4. Public Session (20 minutes)**

No members of the public were present.

**5. To receive an update on the list of actions agreed at the last meeting.**

- Terms of Reference complete subject to proposed changes to be updated (as attached)
- Benches  
This survey has not been completed. To be re-added to next Agenda
- Signs have been cleaned. Thank you for Parishioner Stuart Letten for this work carried out.
- CCTV quotes to be obtained for this at the entrance doors to the Memorial Hall. Outstanding.

**6. Grass Cutting**

It was agreed to obtain like for like quotes from:

James Munro Landscaping

West Suffolk Council

Tim Jackson

**Action:** RFO

**7. Play Area – Repairs**

Full council had agreed for this work to be completed by Mortimer Contracts Ltd.

**8. 2025/2026 Budget**

Documentation was provided by the RFO. Further analysis data will be provided prior to the November Finance Meeting.

**9. Correspondence**

Glass Recycling. An email had been received from West Suffolk Council regarding this. Clarification will be sought.

**Action:** RFO

**10. Any other business for noting or including on the next agenda of the next meeting on Monday 10th November 2025.**

- **Trees**  
New Survey is required  
Planning Application is still outstanding  
School Trees overhanging Play Area  
**Action:** RFO/Clerk
- **Benches - Survey**
- **CCTV**

**There being no further business the meeting closed at 17:50.**

**Signed:**



**Dated:**





## **FINANCE COMMITTEE TERMS OF REFERENCE**

The Finance Committee is constituted as a Standing Committee of Cavendish Parish Council. The primary purpose of the committee is to manage the council's finances.

The committee duties are defined and agreed by the full council, which may vote, at any time, to modify the committee's duties.

### **1. Membership of the Finance Committee**

- a. Membership of the committee will be decided at the Parish Council Meeting in May each year.
- b. The committee shall consist of 3 members of the parish council.
- c. The Chair (and Vice-Chair if required) of the committee will be elected by the committee membership at its first meeting after the Annual Parish Council Meeting.
- d. The committee shall be subject to a quorum of three of its members. Substitute members (who must be councillors) are permitted if the meeting will be inquorate, providing statutory notice has been given, and in consultation with the Clerk.
- e. All members will have voting rights.
- f. All councillors not elected to the Finance Committee may attend and participate in the public session of the meeting but shall not be entitled to vote.
- g. In accordance with Standing Orders 4b, non-councillors are not permitted to join a committee that "regulates and controls the finances of the council".

### **2. Meetings**

- a. All meetings of the Finance Committee will be convened in accordance with the parish council's standing orders.
- b. Meetings to be held at least four times a year.
- c. Extraordinary meetings may be arranged as necessary.
- d. Meetings will be minuted by the Clerk / RFO or a member of the committee.
- e. Minutes to be presented to the next available ordinary meeting of the council.



### **3. Responsibilities**

The Finance Committee will have the following specific duties:

- a. To prepare budgets and make precept recommendations, with justification, to full council for approval.
- b. To monitor expenditure against budget and make recommendations to full council, with justification, for any changes such as adjustments to budgeted expenditure, virements between allocated funds, and to planned transfers to reserves.
- c. To review and recommend an active policy for the best use and upkeep of the council's property and resources.
- d. To review, agree and make recommendations for future capital projects, with justification, to full council.
- e. To review the council's Financial Regulations annually and to ensure that the council is observing the regulations.
- f. To ensure adequate financial controls are in place to utilise and protect the council's finances and assets – to include insurance and maintenance of the asset register.
- g. To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations, and statutes.

### **4. Delegated Powers**

The committee is authorised to as per the Financial Regulations 2025 (5.15) to Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- a) The Clerk, under delegated authority, for any items below £500 excluding VAT.
- b) The Clerk, in consultation with the Chair of the Council or Chair of the Finance Committee for any items below £2,000 excluding VAT.
- c) The Finance committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- d) In respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- e) The council for all items over £5,000

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

### **Cavendish Parish Council Finance Committee - Terms of Reference**

**First adopted 10<sup>th</sup> September 2025**

**Annual review every May (Parish Council Meeting)**