

Minutes of a meeting of the Finance & General Purposes Committee of Henlow Parish Council, held on Tuesday 2nd June 2026 at Henlow Park Pavilion, commencing 7.30pm

Committee Members present:

Cllrs Richard Brown, Paul Crane, David Shelvey (Chair) and Richard Wenham

Also present:

Elizabeth Holland (Clerk & RFO), Samantha Crawley (Deputy Clerk)

1. Apologies

Cllr Sarah Bartiromo

2. Declarations of Interest and requests for dispensations on any items in this agenda

None were received

3. Public participation

No public were present

4. To sign and adopt the minutes of the Finance & General Purposes Committee Meeting held on Monday 2nd March 2026

It was RESOLVED to sign and adopt the minutes of 2nd March 2026

5. To review current net position, bank balances and reserves

- Bank balances: The Committee resolved to recommend to Full Council the closure of the instant access Unity Bank account and the transfer of the balance to the CCLA account.
The Clerk is also to consider whether an additional transfer of £50,000 can be made from the Lloyds current account to the CCLA account but first needs to review anticipated spending prior to the next precept payment being received.
- Reserves: It was noted that the grounds maintenance costs associated with The Railway should be paid from earmarked reserves.
- Net position: It was noted that the staff wages are higher than budgeted for on account of regularising the PAYE year with the financial year and staff overtime.

6. To review current Direct Debits and Standing Orders

- The current direct debits were reviewed. It was noted that there are no longer any standing orders, as staff wages are set up as payments.
- It was noted that the Clerk should review the street lighting contract; currently with n- power.

7. To receive update regarding Internal Audit and to review AGAR documents for approval by Full Council on Monday 8th June 2026

- It was noted that the Internal Audit report has been received with no actions or recommendations.
- The AGAR documents were checked and approved to be presented to Full Council.

8. To consider draft Terms of Reference for Finance & General Purposes Committee

It was resolved to amend the draft Terms of Reference to include delegated powers to the General Committee as regards: -

- approving the transfer of funds between the Council's bank accounts; and
- opening new bank or building society accounts.

The purpose of the delegated powers being secure improved interest rates or diversification of the Council's holdings.

9. Date of next meeting

Monday 7th September 2026 7.30pm Henlow Park Pavilion

There being no further business, the meeting closed at 7.55pm

Signed (Chair)..... Date.....

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