



# Sedlescombe Parish Council

## Minutes of the Meeting of the Finance Executive Committee

held on Tuesday 17<sup>th</sup> February 2026 at 18:30 in Committee Room 2 of Sedlescombe Village Hall

**Present:** Cllrs. Jonathan Vine-Hall (JVH), Greta Anderson (GA), Keith Saunders (KS) (Chair).

Mrs Jackie Scarff (Clerk/RFO)

### **Public participation session re matters on the Agenda at the Chairman's discretion.**

There were no members of the public.

### **End of public participation.**

#### Items F26

1. To receive apologies & reasons for absence (LGA 1972 s85 (1))  
Apologies received from Cllr Coupar for personal reasons
2. To consider accepting apologies & reasons for absence  
**Resolved:** The Cllrs agreed to accept the apologies.
3. Interests in accordance with the Localism Act 2011 and the Council's Code of Conduct  
To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result.
  - a. Pecuniary Interests
  - b. Other Interests (Non-Pecuniary)

There were no interests to declare.

To grant any requests for dispensation as appropriate.

There were no requirements to grant any dispensations.

**Reminder any changes to register of interests should be notified to the clerk.**

4. **To consider the minutes of the meeting on [18 November 2025](#) for approval and signing as a true record.**

**Resolved** that the chair is authorised to sign the minutes held on 18<sup>th</sup> November 2025 as a correct record.

5. **If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:**

'That under the Public Bodies (Admission to Meetings) Act 1960 S1(2), the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.'

There was no requirement to pass this resolution.

6. **Monthly Finance and Audit Reports**

- a. **To receive the monthly statement of accounts to 31<sup>st</sup> January 2026.**



This was circulated ahead of the meeting and the total reserves of £174,038.29 were noted.

**b. To receive the bank reconciliations to 31<sup>st</sup> January 2026.**

CCLA  
Unity Trust Bank

The Statements and reconciliations were circulated in advance. The clerk explained that with payments this month the balance would fall below the agreed amount to keep in the bank (circa £25,000). The clerk recommended not withdrawing funds from CCLA to boost the balance even with the payments due in March as the first half of the precept would be paid by RDC 1<sup>st</sup> April which would bring the balance back to the agreed amount. If anything changed requiring a withdrawal from CCLA this can be made the same business day.

**Resolved:** the reconciliations were noted and signed by the chair along with the bank statements. Cllrs agreed the recommendation to allow the balance at Unity Trust to run below the previously agreed amount in anticipation of the first half of the precept being received 1<sup>st</sup> April as there would be not risk to the council's finances.

**c. To consider for approval invoices received including those paid as due in February 2026.**

**Resolved:** The payments were approved as presented and the clerk was authorised to initiate the payments.

East Sussex Doors £1,720.00 New pavilion doors

Tony Riggs Print Design £85.00 Bulletin printing

Uniserve (South East) Ltd £23.40 Laptop issue post update

Clerk £109.08 Salary reconciliation & expenses (£13.34 Giff Gaff, £18.98 Paper & rubber bands)

Clerk £41.48 Flowers

Uniserve (South East) Ltd £24.98 Antivirus 1year

**d. To agree that the clerk should book the year end audit with the Internal Auditor**

**Resolved:** Cllrs agreed for the clerk to book the internal audit

**e. To review the earmarked reserves and agree any actions required.**

It was noted that the RBF grant EMR was showing as a negative figure. The clerk was asked to correct this. No other amendments were required.

**Resolved:** the clerk to correct the RBF EMR's

**7. To consider the proposed amendments to the Scheme of Delegation for adoption and agree any actions required.**

**Resolved:** the revisions to the scheme of delegation were agreed as presented.

**8. To consider paying the balance (£526.43) for the mobile phone**

**9. Resolved:** It was agreed that the clerk could pay the balance.



**10. To discuss a proposed change to the way the clerk's office allowance is paid and agree any actions required.**

This item was no longer required as the clerk had received advice from the payroll provider that there are no changes to the taxable benefits.

**11. To consider how long agendas should remain on the website and agree any actions required.**

The clerk explained that following feedback from NALC indicated that there was no need to keep agendas on the website for more than 12 months. Having discussed it with the auditors they commented that information/reports that aren't published with the minutes could be lost and create difficulties.

**Resolved:** Cllrs agreed that older agendas would be kept on the website.

**12. Reports & Questions**

To receive reports and questions from Members in brief, including items for next agenda

Nothing further.

**13. To note that the next meeting is The Full Council 10<sup>th</sup> March 2026 18:30 at Sedlescombe village Hall.**

The next meeting of the Finance & General Purposes Executive Committee is Tuesday 21<sup>st</sup> April 2026 18:30 at Sedlescombe Village Hall, CR2.