Meeting of the Finance & Personnel Committee – Monday 23rd March 2026 6.00 pm

1) To receive notes of last meeting

   The notes of the last meeting were agreed as an accurate record with no actions that would not be covered under the agenda.

2) To note current position and plans for year end

   The Clerk took the meeting through the current position of the 2025/26 budget noting the expected year end position based on current known commitments. It was noted that there would be an expenses claim by the Clerk for Sept 25 – March 26, final payment for the Clerk's mobile phone & website support, a bulk purchase of stamps (Costco recommended as a cost effective option), the annual room hire at the Community Centre, possibly some remedial work related to vermin control at the allotments, hopefully the invoice for the Christmas tree & light provision by Wakefield Council and a possible grant payment. The Clerk agreed to circulate a year end position as soon as possible after 31st March.

   The Clerk also advised that she had begun work with the internal auditor and would be meeting with her next month. The Annual Governance & Accountability Report would then be brought to the June meeting for completion before the accounts were submitted for external audit.

3) To note three-year forecast based on Parish Plan priorities

   The Clerk advised that there was a basic three-year forecast in place based on last year's budget, this year's and next year's. Work was ongoing to refine this based on a recent review of the Parish Plan. It was agreed that there was a renewed energy with regards to realising some of the short-, medium- and longer-term projects on the plan.

4) To note proposed VAT re-claim

   The Clerk noted that the anticipated VAT re-claim would be around £900 and would be submitted as soon as possible after year end.

5) Quarterly report on Gifts & Hospitality Register

   There was nothing to report here.

6) Date of next meeting & items for next agenda

   It was proposed that the next meeting take place on Monday, 1st June at 5.30 pm at Sharlston Community Centre.