

Millbrook Parish Council - Finance Committee meeting
Millbrook Village Hall – Attic Room
on 12th January 2026 @ at 6.30pm

Councillors present: Cllr S Lewis (Chair), D Moorey, J Elworthy, S Woffenden and H. Wood.

In attendance: K Heald, Parish Clerk / RFO

1. Apologies for absence

None

2. Declarations of Interest

None

3. To review the Parish Clerk / Responsible Finance Officers report to include:

Cllr Lewis thanked the Parish Clerk for producing an in depth and detailed report, which included;

- Receipts and payments to date
- Forecasted receipts and payments for January, February and March 2026.
- Proposed budget 2026-27
- Reserve balance report.
- Historic budget figures
- Details and images for prospective future projects.

a) To review and put forward recommendations to the full Council for the 2026-27 budget.

Having reviewed the Clerk's initial draft budget the following recommendations were agreed by the Finance Committee:

- i. The Clerk noted due to Pod Point paying Millbrook Parish Council a large sum in error, the Council's External Audit fees have increased. The Council's Internal Auditor recommended these the difference is recharged to Pod Point and the Clerk reported she had received notification from Pod Point that the payment has been authorised.
 - ii. The actual cost for the Internal and External Audit fees is likely to be £1,270 (not £1,500 – as produced in the draft budget). The Committee recommended the difference is transferred to the Public Toilets budget line.
 - iii. The committee felt there should be more funds in the Public Toilets budget line to cover painting the outside of the toilets and Public Toilet contractor cleaning costs. £1,500 is transferred from the Play Park and Sports Facilities (as there also funds in earmarked reserve account).
 - iv. Cllr Elworthy recommended the Parish Council reviews the arrangements regarding the use of the Lime Kiln with Plymouth Model Boat Club and looks to put puts formal arrangements in place.
- b) To review and put forward the recommended precept submission to the full Council. Subject to the above amendments in the budget, the Finance Committee approved recommending the budget and a precept submission of £138,322.

Approved during the meeting held on _____ Minute _____ Signed _____

Proposed Cllr S Lewis. Seconded Cllr Wood. Unanimous.

4. To note the continued appointment of Julie Snooks as the Internal Auditor.

The Committee agreed to include an include an item on the agenda for the next Council meeting supporting the continued appointment of Julie Snooks, as Council's Internal Auditor.

5. To review the reserve policy as presented by the Parish Clerk.

Subject to removal of 'Wonderland Parish Council'. The draft reserve policy was approved. Proposed Cllr Moorey. Seconded Cllr Elworthy. Unanimous.

6. To review the Investment Strategy as presented by the Parish Clerk.

The Committee approved the draft Investment Strategy. Proposed Cllr Elworthy. Seconded Cllr Moorey. Unanimous.

7. To review the Council's Statement of Internal Control.

The Committee approved the Statement of Internal Control. Approved Cllr Wood. Seconded Cllr Woffenden. Unanimous.

The meeting closed at 19:26 hours.

DRAFT