



HALTON PARISH COUNCIL

FINANCE COMMITTEE MEETING – MINUTES

Date: Tuesday 24 March 2026 **Time:** 7.00 pm

Location: Halton Village Hall Meeting 8Room

Meeting called by: Cllr B Thompson

Present

- Cllr B Thompson, Cllr J MacKinnon, Cllr R Hendrix, Cllr H Veloso, F Richardson, Clerk & RFO

26.11 Apologies for Absence

There were no apologies for absence. All members of the Committee were present.

26.12 Declarations of Interest

No declarations of interest were made.

It was noted during discussion of cleaning provision that Cllr H Veloso's son had informally asked whether he could clean the Village Hall. No formal proposal was considered.

26.13 Review of Minutes

The minutes of the previous Finance Committee meeting held in January 2026 were reviewed.

RESOLVED: That the minutes be approved as a true and accurate record.

26.14 Review of Budget, Asset Register, Bank Balances and Pending Payments

The Committee reviewed the current budget position, bank balances, reserves and pending payments.

The Clerk confirmed that the Council remains broadly on track against budget and is in a healthy financial position. General reserves and earmarked reserves were reviewed, including the reserve held for potential future land acquisition or associated legal/professional costs relating to RAF Halton.

The Committee discussed whether some reserves could be held in an interest-bearing account, including the possibility of using CCLA or a similar low-risk local authority investment account.

ACTION: Clerk to investigate suitable interest-bearing accounts for Parish Council reserves and report back to the Committee.

The Asset Register was reviewed. The Committee noted that the Village Hall valuation requires review for insurance and asset register purposes.

ACTION: Clerk to continue work on the Village Hall valuation and update the Asset Register as required.

NOTED.

26.15 AGAR Preparation

The Committee reviewed preparations for the 2025/26 AGAR and internal audit.

The Clerk confirmed that the internal audit is scheduled for April 2026. Particular attention was drawn to the new Assertion 10 requirements relating to digital and data compliance, including transparency, publication of financial information, website accessibility, use of secure email, data management and information security.

The Committee noted that the Council is in a good position due to its existing use of secure .gov.uk email and improved document management processes.

NOTED.

26.16 Devolved Highways

The Committee reviewed Buckinghamshire Council's offer of the Devolved Services Payment for 2026/27 and the proposed highways/verge cutting arrangements.

The Committee noted that Buckinghamshire Council's devolved services allocation for 2026/27 is £2,176.23, representing a 4% increase on the previous year.

Amersham Town Council's contractors submitted a quotation totalling:

- £1,504 plus VAT for four verge cuts and annual footpath clearance
- £352 plus VAT for preparation and sowing of wildflower areas
- £320 plus VAT for two weed-control applications

giving a total proposed annual cost of £2,176 plus VAT.

RESOLVED: To accept Buckinghamshire Council's Devolved Services Payment for 2026/27 and to appoint Amersham Town Council's contractors to carry out devolved highways/verge cutting works within the allocated budget.

ACTION: Clerk to confirm the arrangement and sign/return the relevant agreement.

26.17 Street Light Tender

The Committee reviewed the street lighting tender process undertaken jointly with Wendover Parish Council.

The Committee noted that the Thomas Nagy Ltd proposal was estimated at approximately £2,000–£2,500 per annum for Halton's 53 streetlights, compared with an estimated £4,000–£8,000 per annum under the reactive pricing model proposed by Sparkx Ltd.

The Committee also noted concerns regarding slower response times under the Sparkx model and the benefits of a more structured SLA-based maintenance approach proposed by Thomas Nagy Ltd.

RESOLVED: To delegate authority to the Clerk, in consultation with the Chair, to appoint Thomas Nagy Ltd as street lighting maintenance contractor, subject to satisfactory references, company checks, confirmation of service levels, and final review of costs.

ACTION: Clerk to obtain references, complete checks and finalise the contract.

26.18 Village Hall

26.18.1 Review of Finances

The Committee reviewed the Village Hall financial position and noted that the revised staffing and operating model should support the Hall moving towards break-even.

NOTED.

26.18.2 Grant Management and Project Payments

The Committee reviewed grant management and project payments relating to the Village Hall renovation project.

The Committee noted that contingency expenditure currently attributable to Halton Parish Council is approximately £1,000 following additional structural repairs identified during the works.

NOTED.

26.18.3 End of Grant Report – REPF North Wall

The End of Grant Report for the REPF-funded North Wall works was reviewed.

RESOLVED: To approve the End of Grant Report for submission, subject to amendment of references to limewash.

26.18.4 Cleaning Provision at the Village Hall

The Committee reviewed the proposed appointment of a new cleaning contractor Aston Clean for the Village Hall at a cost of £3,536.00 per annum for 2hrs cleaning per week. The Committee noted that the proposed contractor provides services to other local village halls, holds appropriate insurance and DBS checks, and offers a broader service than the previous arrangement.

RESOLVED: To appoint the proposed cleaning contractor and review the arrangement as part of the wider Village Hall financial review.

26.18.5 Commercial Waste Collection Agreement

The Clerk confirmed that the current arrangement with Buckinghamshire Council has worked well and provides a 360L refuse collection every two weeks. The estimated annual cost for 2026/27 is approximately £472.50.

RESOLVED: To approve renewal of the commercial waste collection agreement for a further 12 months.

26.19 AOB

Halton Combined School Grant Application

The Committee considered a grant application from Halton Combined School towards a summer event.

RESOLVED: To award Halton Combined School a grant of £645 from the 2026/27 grants budget, subject to confirmation that appropriate insurance is in place for the event.

ACTION: Clerk to confirm insurance arrangements with the school before payment is made.

26.20 Date of Next Meeting

It was agreed that AGAR/internal audit papers would be circulated electronically for councillor review prior to approval.

Date of next meeting: TBC.

The meeting closed at: _____

Signed:

Cllr B Thompson

Date: