



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Finance & General Purposes Committee of Laverstock and Ford Parish Council held on Tuesday 4th November 2025

MINUTES

Councillors present: Jones (Chair), McDonald, Waller, Williams

In attendance: Deane (Deputy Clerk), Prince (Responsible Financial Officer RFO), Sloan (Clerk)

The meeting commenced at 7.04pm.

FGP25.044 Apologies for absence

Apologies had been received from Cllr Schneider.

Resolved: to accept the apologies received.

FGP25.045 Declarations of interest

There were no Declarations of Interest.

FGP25.046 Confirmation of minutes of previous meeting

Resolved: to approve the minutes of the meeting held on 2nd September 2025.

FGP25.047 Matters arising from the previous meeting

There were no matters arising.

FGP25.048 Review of Monthly Accounts reporting timescales

The timing of monthly finance reports was discussed, following on from September's meeting. It was agreed that no changes were made but the RFO will endeavour to circulate the report by the Friday preceding the meeting.

FGP25.049 Calendar Updates

The Clerk confirmed a new shared calendar had been created and will arrange training for staff and councillors who need it.

FGP25.050 Review of Policies

The Clerk had circulated a new Draft Document Retention and Disposal Policy in advance of the meeting.

Resolved: to adopt the Document Retention and Disposal Policy as circulated

The Clerk had circulated the existing Councillor and Employee Expenses Policy ahead of the meeting with no changes recommended.

Resolved: to approve the review of the Councillor and Employee Expenses Policy unchanged.

FGP25.051 Review of Draft Agenda for Full Council meeting 17th November

Items for the November meeting were reviewed.

FGP25.052 Review of Initial Draft Budget 2026/27

The RFO had circulated Report FGP25.052 in advance of the meeting with a first Draft of 2026/27 Budget. Items discussed included a reduction in the councillor allowance figure and new items for an older persons support project with Age UK and a communications app. A revised draft will be presented to Full Council.

FGP25.053 Officer's Report and Correspondence

No further items were raised.

The meeting closed at 8.56pm.

Date of next meeting:

The next meeting of the Finance & General Purposes Committee will be held on 2nd December 2025 at 7.00pm, at the Parish Council Meeting Room, River Bourne Community Farm, Laverstock, SP1 2SR.

SIGNED:

DATE: