



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 2nd September 2025 at River Bourne Community Farm

MINUTES

Councillors present: Jones (Chair), McDonald, Williams

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

The meeting commenced at 7.03pm.

FGP25.032 Apologies for absence

Apologies had been received from Cllr Waller.

Resolved: to accept the apologies received.

FGP25.033 Declarations of interest

There were no declarations of interest.

FGP25.034 Confirmation of minutes of previous meeting held on 4th March and 10th June 2025

Resolved: to approve the minutes of the meetings held on 4th March and 10th June 2025.

FGP25.035 Matters arising from the previous meetings held on 4th March and 10th June 2025

There were no matters arising.

FGP25.036 Review of Monthly Accounts reporting timescales

The difficulties of changing dates was discussed in view of the dates of council meetings and the salary payment dates in staff contracts. This item will be continued at the next meeting.

FGP25.037 New Investment options

The RFO noted that the priorities for council investment must be security, liquidity and yield in that order. The time considerations for staff of establishing and managing further accounts, and councillors in finance checks were also discussed. No changes to current arrangements were recommended by the committee at this stage.

FGP25.038 Calendar Updates

The Deputy Clerk had circulated a draft schedule for 2026 meetings. No changes were requested and room bookings will be made. Further council calendars were discussed, including a method for recording councillors leave. The Clerk will investigate extending the staff leave calendar to include councillors. The Communications and Community Engagement Committee continue to investigate further calendars. This item will be continued at the next meeting.

FGP25.039 Councillor Remuneration – Independent Remuneration Panel Report

The Clerk had circulated the full report from the Independent Remuneration Panel of Wiltshire Council in advance of the meeting. Councillors discussed the principles of councillor allowances. No recommendation was agreed but Full Council will be asked to consider the report.

FGP25.040 Grant Policy review

The Deputy Clerk had circulated Report FGP25.040 with proposed changes to the Grant Policy around timings of applications.

Resolved: to recommend adoption of the Grant Policy as circulated.

FGP25.041 Neighbourhood Plan review and grant funding withdrawal

After discussion, councillors did not wish to progress the Neighbourhood Plan Review at this stage. This decision will be reconsidered once the review of the Wiltshire Local Plan is concluded.

FGP25.042 Review of Draft Agenda for Full Council meeting 15th September 2025

The recommendations of the committee were added to the draft agenda circulated.

FGP25.043 Officer's Report and Correspondence

The RFO reported on an error regarding payroll processing in August which resulted in two payments being made to most staff.

The RFO also noted continued investigations of Unity Trust accounts for savings. Councillors requested that any time and effort for staff and councillors in setting up and administering additional accounts be considered in view of any potential increased return.

The RFO also reported that an audit query had resulted in renaming of the 'Financial Risk Assessment' to 'Risk Assessment' as the document now includes non-financial risks. Councillors were content with the renaming.

The RFO reminded committee and working group leads that they should be considering budget requirements for 2026/27.

The meeting closed at 8.45pm.

Date of next meeting:

The next meeting of the Finance & General Purposes Committee will be held on 4th November 2025 at 7.00pm, at the Parish Council Meeting Room, River Bourne Community Farm, Laverstock, SP1 2SR.

SIGNED:

DATED: