



Minutes of the Finance Committee starting at 10.00 am on Friday, 15th August 2025 at Singleton Village Hall

Present: Cllrs Darvill (Chair), P Barker and Wiffen
Aniko Szocs (Clerk)

Meeting started at 10.00 am

1. Election of Chair

Cllr Geoff Darvill was nominated by Cllr Peter Barker, seconded by Cllr Wiffen, and elected chair of the Finance Committee.

Proposed: Cllr P Barker	Seconded: Cllr Wiffen	In Favour: 3
Vote against:	Vote Abstain:	Motion Carried

2. Apologies

Cllr Paul Tate

3. Declarations of Interest

3.1. Disclosable Pecuniary Interest – None

3.2. Other Significant Interests –None

3.3. Other Interests – None

4. Minutes of the Previous Meeting

The minutes of the meeting held on 08th May 2025 were duly approved as a true record.

Proposed: Cllr Wiffen	Seconded: Cllr P Barker	Vote for: 3
Vote against: 0	Vote abstain: 0	Motion: Carried

5. Grant Application

None received.

6. Finance

6.1. Cllr P Barker reviewed the payments and noted one incorrect description and a missing invoice for a credit card payment. The committee approved all payments.

Proposed: Cllr P Barker	Seconded: Cllr Darvill	Vote for: 3
Vote against: 0	Vote abstain: 0	Motion: Carried

7. Review of Policies

7.1. Credit card use Policy

The Committee recommends the credit card use policy, with a credit limit added, for Council approval.

Proposed: Cllr P Barker	Seconded: Cllr Wiffen	Vote for: 3
Vote against: 0	Vote abstain: 0	Motion: Carried

7.2. Internal Financial Checklist



The committee has agreed to recommend the Internal Financial Checklist document to the full Council for approval.

Proposed: Cllr Wiffen	Seconded: Cllr Darvill	Vote for: 3
Vote against: 0	Vote abstain: 0	Motion: Carried

7.3. Annual Investment Strategy

The committee has agreed to recommend the Annual Investment Strategy document to the full Council for approval.

Proposed: Cllr Wiffen	Seconded: Cllr P Barker	Vote for: 3
Vote against: 0	Vote abstain: 0	Motion: Carried

8. Bank Mandate Updates

- 8.1. The committee agreed to approve Cllr P Barker and Cllr Tate as signatories to the Barclays account.

Proposed: Cllr Darvill	Seconded: Cllr Wiffen	Vote for: 3
Vote against: 0	Vote abstain: 0	Motion: Carried

- 8.2. The committee approved a Barclays credit card application and the creation of a new savings account to earn interest.

Proposed: Cllr Darvill	Seconded: Cllr P Barker	Vote for: 3
Vote against: 0	Vote abstain: 0	Motion: Carried

9. Mini Audit

(Cllr McIntock joined the meeting at 10.45am)

Councillors P Barker, McClintock, and Wiffen conducted a mini audit, during which 10 transactions from April to June were reviewed as part of the auditing process.

10. Date and Venue of next meeting

The next meeting of the Finance Committee will be scheduled later.

The meeting closed at 10.45 am

Signed by:

Chair _____ Date: _____

