

Kingsbridge Town Council (KTC)

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD AT 6.30 P.M. ON TUESDAY 28th APRIL 2026 IN QUAY HOUSE

Present:

Cllr Anne Balkwill (Chairman), Cllr Philip Cole, Cllr Mike Jennings, Cllr Graham Price, Cllr Julie Taylor, Cllr Julia Wingate

In Attendance:

No Members of Public
Katharine Harrod (Town Clerk)

26/01 APOLOGIES FOR ABSENCE – Cllr Edmonds

Public Open Forum – No members of public present.

26/02 DECLARATIONS OF INTEREST

Cllr Balkwill declared an interest in 26/12 a grant application received from the Kingsbridge Show, Cllr Wingate declared an interest in 26/12 a grant application received from Waterborn. Both councillors withdrew from discussions in respect of those grants and did not take part in the votes.

26/03 MINUTES OF THE LAST MEETING

Members noted the minutes of the last meeting held on 25th November 2025 were adopted at Full Council on 9th December 2025.

26/04 QUAY HOUSE TENANTS

Members were advised that Room 10 has now been let. Room 8 is currently being used by the contractor working on the Fore Street culvert works. Room 8 is expected to be vacated by mid to late August. Anyone interested in renting the room at Quay House should contact Reception in the first instance.

26/05 BANK UPDATE:

1. The bank statements and reconciliations for the financial year end 2025/26 were noted. Balances as follows:
 - Unity Capital/Earmarked £226,418
 - Unity Current £5,020.07
 - Unity General Reserve £10,558.08
 - CCLA Account £100,000
2. All Barclays accounts were closed effective 23rd March with funds being transferred to Unity.
3. Further to the resignation of Cllr Rollinson, it was **RESOLVED** to remove her as a signatory from the bank accounts and to add Cllr Taylor.

26/06 QUARTERLY REPORT

1. The income and expenditure report for financial year 2025/26 ending 31 March 2026 was provided.
2. The cost code analysis was provided reporting variance in overspend/underspend from the budget for financial year 2025/26 ending 31 March 2026. The following was noted:
 - CCTV maintenance and repairs cost £7,587 more than budgeted for.
 - The pump track fund remains unspent, it is hoped the works will commence within weeks.
 - Staff remuneration was reviewed in June 2025, during the year it was also agreed to increase staff hours by a total of 10 per week.

- Christmas lights came in on budget
- 2026/27 works are required to repair the roof at Quay House, no estimates have been received.
- 2026/27 the Cemetery is due to have tree works undertaken once nesting season has finished.

26/07 ASSET REGISTER

It was noted that the asset register has been reviewed, over the past year there have been few items added/removed. These include the addition of computer equipment and CCTV access to the Clerk’s Office. Two benches were installed on Highfield Drive.

It was **RECOMMENDED** to adopt the Asset Register as of 31st March 2026 which valued Kingsbridge Town Council assets at a total of £1,643,606

26/08 NOTICE OF ANNUAL AUDIT

Notification has been received from PKF Littlejohn re the submission of the annual return for financial year ending 31 March 2026. The internal audit is scheduled for 28 May.

The annual accounts would then be received at the full council meeting on 9th June and the public inspection period in place between 17 June to 28 July.

26/09 ANNUAL ACCOUNTS

Draft annual accounts for financial year 2025/26 ending 31 March 2026 were received.

Completion of the annual governance statement 2025/26 will take place at full council on 9th June.

26/10 FINANCE REGULATIONS

Following review, it was **RECOMMENDED** to adopt the Model Financial Regulations (version first published by NALC in May 2024). Review dates will be added to the diary.

26/11 EXCLUSION OF PRESS AND PUBLIC

In view of the nature of the business about to be transacted at agenda items 26/12 and 26/13 below, it was **RESOLVED** in the public interest, that all members of public and the press be temporarily excluded.

26/12 GRANT AID 2024/25

Councillors reviewed the applications for Grant Aid under Section 137 of the LGA 1972. Those recommended for approval, totalling £4,084.35, will be taken to the full council meeting on 12th May. It was noted that the limit of funding for future applications will be specified as being £500.

26/13 STAFFING

A review of future staffing requirements took place. It was **RECOMMENDED** for the Mayor and Town Clerk to explore options for a part time operative to provide additional support.

26/14 DATE OF NEXT MEETING

Tuesday 7th July at 6.00 p.m.

The meeting closed at 8.00 p.m.

Signed as a true record: _____

Print Name & Date: _____

Distribution List: All current Town Councillors, Kingsbridge Town Council Website.