

**Notice of Modbury Parish Council Finance and HR Committee Meeting  
4.30pm, Thursday 14<sup>th</sup> August 2025. Parish Office, Modbury Court**

**MINUTES**

**There were no members of public present**

**2025 15FHR**

**Apologies for absence**

None received

**2025 16FHR**

**Declarations of interest**

None received

**2025 17FHR**

**To confirm the minutes of the last meeting**

Proposed BP

Seconded RF

**Approved – RF BP TP**

P Smith did not vote - absent at previous meeting

**2025 18FHR**

**To consider budget 2025/26**

1. Budget 2025/26 spend v projected year to date – noted that spend reflects 1<sup>st</sup> quarter only. **Clerk to check entry for £45 in correct cost centre. Update MPC investment account for 1<sup>st</sup> quarter.**

2. Income and Expenditure. Discussion on both areas. **Clerk to advertise Palm Cross parking on social media and remind local estate agents. Clerk to contact insurance companies to tender for 26/27 liability cover. Clerk to apply for debit card to cover ad hoc expenses incurred by councillors on behalf of MPC and accompanying policy to cover use of same.**

3. Update on salary arrangements with SHDC & NJC pay award – **Clerk confirmed salary arrangements via SHDC working well. Pay award notified to SHDC for payment in August salary**

**2025 19FHR**

**To consider grant applications policy**

1. Review, change and update as required. BP previously circulated proposed changes to policy. After discussion decided that grant applications meeting the policy criteria should be submitted by 31<sup>st</sup> October for consideration for coming financial year. **BP to incorporate comments and produce draft policy for consideration by F & HR committee.** Policy to be proposed & adopted by full council at the September council meeting and reviewed thereafter every 3 years. **Clerk to advertise submission timetable on social media and notice boards. BP to write article for Modbury Messenger**

**2025 20FHR**

**To review annual audit and AGAR results**

1. Recommendations from internal audit - Purchase of fire proof cabinet. After discussion it was decided to source a suitable fire proof deed box for £50. **TP to investigate**

2. Timing of internal audit for 2026 [dates] **Clerk to contact internal auditor about availability in May 2026**

3. AGAR Public record statement & account access period. Clerk confirmed public access period was completed. No requests were made. **Clerk to contact Littlejohn about timetable for external opinion**

**2025 21FHR**

**To agree the dates for the meetings for year 25-26 – proposed:**

Tuesday 11<sup>th</sup> November 4pm - **confirmed**

Tuesday 16<sup>th</sup> December 4pm - **confirmed**

**Budget for 2026/27 to be discussed November meeting**

**Budget for 2026/27 to be finalised December meeting ahead of January 2026 council meeting**

**Meeting finished at 5.25pm**

**Next meeting to be held Tuesday 11<sup>th</sup> November 4pm**