

Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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Minutes

Meeting of the Finance Committee

Held on Wednesday 12th November 2025 at 19:00

Venue: Vicarage Lane Function Room, Vicarage Lane, Shevington, WN6 8HP

Present:

Cllrs: *C Horridge, J Diggle, M Grimes, J Whitely, H Thompson.*

Officers: *Mr Michael Potts (Clerk & RFO)*

Members of the Public: 2

Part One

FC/25/01 – Attendance

Present: Cllr Jess Diggle (Chair), Cllr Mike Grimes, Cllr Chris Horridge, Cllr John Whitely, Cllr Helne Thompson

In attendance: Mike Potts – Clerk & RFO

Apologies:

Cllr Bill McKnight (holiday), Cllr Janet Brown (medical reasons), Cllr Mike Crosby (Wigan Council meeting), Cllr Terry Bridge (unable to attend)

Meeting was declared quorate.

FC/25/02 – Declarations of Interest

None declared.

FC/25/03 – Minutes of the Previous Finance Committee Meeting

The Clerk reported that no minutes from the previous Finance Committee meeting were available, due to the death of the former Clerk and no records having been passed on. It was discussed that no significant decisions were made at that meeting from memory and any information they can find will be shared with the clerk where necessary.

Members noted the situation and agreed that **new minute references will commence from this meeting.**

Resolved:

The situation was noted. New numbering to begin from FC/25/01.

FC/25/04 – Draft Budget Framework 2026/27

Members reviewed the draft budget framework for 2026/27 (Appendix B). Discussion focused on structure rather than figures, pending confirmation of the tax base.

Resolved:

The framework was noted and will be used as the basis for the next stage of budget preparation.

FC/25/05 – Reserves Position

The Clerk provided a summary of the current earmarked and general reserves position.

Members discussed the need to review where reserves should be used in future years, including support for the Memorial Park drainage project and other capital items.

(Excluding issues later identified regarding Scribe configuration.)

Resolved:

The reserves position was noted. A fuller review will take place once updated balances are available.

FC/25/06 – Income & Expenditure / Outstanding Lease Invoices

Instead of a standard monitoring report, the Clerk advised that several **land lease and allotment rent invoices had not been raised historically and work was required for re-measurement of allotments**, including:

- Vicarage Lane allotments lease
- Football and rugby field leases
- Allotment plots requiring review or adjustment/Housekeeping in Scribe.

Members agreed these issues must be addressed promptly to ensure income is correctly raised.

Resolved:

The Committee noted the position.

Action: The Clerk will:

- a) investigate all outstanding lease and allotment invoices; Rugby/Football field leases already complete but need to review pricing and make sure the previous year's increases were captured.
- b) confirm last paid periods;
- d) issue correct invoices and report progress to the next Finance Committee.

FC/25/07 – PWLB Loan & Wigan Council Grant

Members considered the Clerk's report on loan drawdown timing and the Wigan Council support grant.

Resolved:

The Committee agreed to delay PWLB drawdown until the contractor's start date and payment schedule are confirmed.

The Clerk will confirm grant conditions with Wigan Council and report back.

FC/25/08 – General Discussion: Budget Preparation & Use of Reserves

Members held a general discussion regarding:

- inflationary pressures for 2026/27
- appropriate use of earmarked reserves
- the need to finalise cost centre/code restructuring before precept decisions
- the requirement for a further working session

Resolved:

That a further Finance Committee meeting be held in early December as well as the January meeting, to complete detailed budget and reserve recommendations.

FC/25/09 – Date of Next Meeting

Members agreed to **change the next Finance Committee meeting to Wednesday 10 December 2025.**

Meeting closed at 20:19 pm.