



MINUTES FROM A MEETING OF EGGLESCLIFFE & EAGLESCLIFFE COUNCIL FINANCE COMMITTEE HELD ON TUESDAY 4TH NOVEMBER 2025 AT 7.00pm

CLLRS PRESENT: K Roebuck, J Fletcher & A Marsden
IN ATTENDANCE: N Ironside – Clerk to the Council
APOLOGIES: Cllrs M de Launay & A Collier

19/25 APPOINTMENT OF FINANCE COMMITTEE CHAIR

Cllr Fletcher proposed Cllr Roebuck as Chair and was seconded by Cllr Marsden

20/25 MINUTES FROM 6TH MAY 2025 MEETING

Approved and signed.

21/25 ROUTINE EXPENDITURE OF YEAR ENDING 31ST MARCH 2027

Clerk presented the Q2 budget comparison update circulated prior to the 2nd October council meeting. The committee looked through the budget and made some proposals for 2026/27 budget however many of these are the responsibility of the Recreation Committee due to meet 11th November. The play area investment being a considerable part of the budget and the Egglecliffe war memorial having some groundworks identified. Cllr Roebuck agreed that reputable companies be approached for an inspection and quotes and can the clerk contact SBC to see if they can make any suggestions. Clerk to update the budget comparison to include October/part November spend ready for the Recreation Committee and full council. Please see page 4.

22/25 INTERNAL AUDIT FOR 2024/25

Clerk confirmed that the completion letter had been received from the external auditors and posted onto the website before the end of September in accordance with AGAR regs. The posting also includes the Clerk letter submitted with the AGAR explaining why the lateness of the 2023/24 completion letter being posted was due to the external auditors not sending the completion documentation to the clerk. The external auditors would not accept this and declared none compliance for 2024/25 despite there being no issues with the accounting returns. The internal auditor Gordon Fletcher has been appointed for 2025/26.

23/25 INSURANCE RENEWAL 2026/27

The clerk to check when the final year of the 3 year agreement is due. NOTE: The payment due in March 2026 will be the last of the 3 year agreement as per below from the 2023 renewal letter.

In accordance with your instructions, or where we advised you that we have automatically renewed, we have placed your insurances with the insurers shown below, under long term agreement with Hiscox Insurance Company Limited until 30th March 2026.

24/25 POLICY AND PROCEDURE REVIEWS

The clerk has earlier in the year (refer 6th March 2025 council meeting 25/25) circulated the Standing Orders, Financial regs and internal audit procedures with the 2024/25 templates from NLAC with the changes & reviews highlighted. These need agreeing by full council to implement however due to several council meetings being cancelled earlier in the year due to none quoracy. It was proposed that these are added again to the December council meeting for discussion with a view to agree in the January 2026 meeting.

RESOLVED: retiring Clerk to discuss with new clerk as part of handover, these reviews may be beneficial to the CiLCA training.

Signed: *C. Roebuck*, Committee Chairman

Date: 27/11/25

To be presented to Council date: 6TH November 2025

Meeting closed approx. 8.20pm

None

26/25 ANY OTHER FINANCE BUSINESS

Refer 17/25 where the Clerk raised the difficulties with sourcing a new bank account, and the resolution to open an account with Unity Trust Bank and accept the withdrawal fee. The shortage of Cllrs is causing a problem identifying signatures. Currently have 2x signatures with HSBC the main bank.
 The new clerk will need to be added to the HSBC account as the online user and current clerk removed.
RESOLVED: As soon as extra signatures can be confirmed, Cllr Roebuck and Clerk to revisit the draft bank account with UTB.

25/25 BANK SIGNATURES & SOURCING NEW SAVINGS BANK ACCOUNT