

MINUTES Finance Committee Meeting of Ditton Priors Parish Council held on Wednesday 3rd June 2026 at 6:45pm in the small room of the Village Hall, Ditton Priors.

1. **Public session** – no public present
2. **Acceptance of apologies** – none. Present Cllrs Gregory, Fox, Barton-Smith
3. **Minutes of the previous meeting** - APPROVED
4. **Declarations of interest** - none
5. **Comments from the Chair** - none
6. **Resignation of Chair / Election of new Chair / New member of Fincom - proposals for Council** – it was agreed for a new finance committee member to be approved at the Council meeting on 9th July and a new Chair elected at the next finance meeting on 6th July.
7. **Budget / expenditure review** – Clerk to make corrections to the budget sheet
8. **AGAR/audit** – The Clerk explained the internal auditor's report, where the Council had not met the requirements and the needs to ensure that future audits are passed. The finance committee considered the report for the external auditor and this would be recommended for approval at the full council meeting on 11th June.
9. **Asset register review** – this is on going
10. **Efficiency projects**
 - a) **Bookkeeping software evaluation** – review once the new Clerk is in place
 - b) **Delegation of responsibilities - proposals for Council.** It was proposed that regular payments and payments within 10% of their expected costs would be approved by the finance committee. This will be proposed at the full council meeting in July.
 - c) **Others** - none
11. **Items at Chair's discretion** - none
12. **Date of next meeting** – Monday 6th July 2026
13. **Close** 7:30pm