

Minutes of Loxwood Parish Council's Finance Committee held on Thursday 27th November 25 at 19.00 in the Mursell Room North Hall, Loxwood.

ATTENDEES Parish Councillors: Roger Newman (Chair); Rick Kelsey; Valerie Woods; Yvonne Rees. One member of the public. Jane Bromley Parish Council Clerk.

F/30/25 **Apologies for absence:** Parish Councillors: Jamie Lynch, Annette Gardner and Charles Todhunter.

F/31/25 **Disclosure of interests:** Parish Councillor Roger Newman declared a financial interest in the Beech Farm Resident Group.

F/32/25. **Minutes: RESOLVED** to approve the [Minutes of the Finance Committee meeting held on 18th September 2025](#)

F/33/25 **Public participation:** No speakers.

F/34/25 **Finances:**

Recommendation: - To consider the 2025/26 Budget Forecast Comparison spreadsheet at 31st October 25. **APPENDIX 1**

RESOLVED as noted.

F/35/25 **Preparations for 26-27 Precept:**

1. Recommendation: - To note the Clerks draft budget within the 25/26 budget comparison spreadsheet at **APPENDIX 1, 1b** and adjust according to discussion outcomes to take into account:

- **APPENDIX 2, 2b and 2c** Quotes for website renewal to accommodate accessibility requirement of SAPP Assertion 10.

The quotes reflected a wide range of prices and Cllr Todhunter as an IT specialist would be asked to comment on what each quote proposed. A mid- range costing was used for the benefit of budgeting to give a website budget of £2500.

- **APPENDIX 3** Playground Inspection quotes going forward from 1st February 26.

The preferred quote was that offering repair work and being the new contractor offering this. The current provider had speed of delivery issues and it was thought a different supply might improve this aspect. The budget of £2500 in the estimated budget to remain.

- **APPENDIX 4** Telephone Box repair estimate.

The cost of this project up to £4500 was thought to outweigh any benefit received and if necessary the defibrillator could be moved to a new location. The Odd job contractor was to be ask to quote for re puttying and painting. The Street Furniture budget to be reduced to £3000.

2. Recommendation: Use the calculation table at [APPENDIX 5](#) to work out the increase for each Council Tax Band under the current legislation.

A precept of £70500 balanced the precept and budget and this translated to a 13.71% rise in the precept requirement and an increase across the Council Tax bands as shown below:

Tax Year- ANNUAL PC council tax payment

	23/4	24/5	25/6	26/7
Band A	40.71203	41.80492	47.20573	50.33122
Band B	47.49737	48.7724	55.07335	58.71976
Band C	54.28271	55.73989	62.94097	67.1083
Band D	61.06804	62.70738	70.80859	75.49684
Band E	74.63872	76.64235	86.54383	92.27391
Band F	88.2094	90.57732	102.2791	109.051
Band G	101.7801	104.5123	118.0143	125.8281
Band H	122.1361	125.4148	141.6172	150.9937
Precept/ tax base	61.06804	62.70738	70.80859	75.49684
% Uplift in precept		7.38%	16.33%	13.71%
Taxbase	812.7	849.9	875.6	900.7
Precept	49630	53295	62000	70500

F/36/25 **3. Recommendation:** To make a recommendation to the Parish Council meeting on 6th January 2026 for the 26-27 precept requirement to submit to CDC by 12th January 2026.

RESOLVED to recommend to Full Council on 6th January 2026 a precept for the year 2026 to 2027 of **£70500**.

The recommended budget as set in APPENDIX A at the end of the minutes.

Funds:

Recommendation: To note:

- **APPENDIX 6** Ear Marked Reserves and general funds across bank accounts at 14th November and including CIL Commitments
- **APPENDIX 6b** The breakdown of these funds at 14th November 25 and including CIL commitments across Ear Marked Reserves, General Reserves, CIL, and Working Capital.
- **APPENDIX 7** To note the working capital use for the remaining 4 months to 31st March 26.

RESOLVED as noted.

F/37/25 **Risk Assessment 25/26 & Finance Committee Terms of Reference**

Recommendation: to look further at this document following a review in June 25 and September 25

- **APPENDIX 8** Risk Assessment 25/6

RESOLVED to amend the risk and impact levels to 4 and 2 respectively for GDPR data breach.

F/38/25 **Small Grant applications:**

- **APPENDIX 9 Beech Farm Resident Group- including invoices.** Approved at **£900**.
- **APPENDIX 10 LSA application 1.** Approved at **£2170**.
- **APPENDIX 11 LSA application 2.** LSA requested to try applying for funds from the Football foundation and /or CDC Community Grants ahead of reapplying to the Parish Council if these weren't successful.
- **APPENDIX 12 4 Sight.** Approved at **£340**.
- **APPENDIX 13 Chichester Food Banks.** Not approved but the group are be invited to come to speak to the Parish Council and to reapply in 2026 to 2027 when further funding would become available.

F/39/25

Meeting Dates:

- Finance Committee Meeting – 23rd April 2026, 7.00pm, Mursell Room – North Hall.

The meeting closed at 8.30pm

Minutes of Loxwood Parish Council's Finance Committee held on Thursday 27th November 25 at 19.00 in the Mursell Room North Hall, Loxwood.

APPENDIX A Recommended Budget 2026 to 2027

28/11/2025

Loxwood Parish Council
Annual Budget - By Centre

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		<u>2024 2025</u>		<u>2025 2026</u>						<u>2026 2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	Administration											
2000	Precept	53,295	53,295	0	0	62,000	0	62,000	62,000	70,500	0	0
2001	CIL	0	75,000	0	0	0	0	0	131,553	0	0	0
2002	LSA Pavillion Grounds	400	400	0	0	400	0	400	400	400	0	0
2003	Bank Interest	0	726	0	0	0	0	0	2,182	1,000	0	0
2007	NP Grant Funding	0	5,251	0	0	0	0	0	0	0	0	0
	Total Income	53,695	134,672	0	0	62,400	0	62,400	196,135	71,900	0	0
1101	Clerk's Salary	25,040	27,991	0	0	35,296	0	35,296	21,096	36,300	0	0
1102	WSCC Payroll Fee	95	92	0	0	95	0	95	48	100	0	0
1103	Travel expenses	200	227	0	0	250	0	250	199	360	0	0
1104	Staff Costs	760	60	0	0	822	0	822	0	0	0	0
1107	Stationery & Office	200	1,302	0	0	400	0	400	1,471	2,000	0	0
1108	Postage	25	31	0	0	40	0	40	1	20	0	0
1110	Refreshments	110	115	0	0	115	0	115	113	125	0	0
1111	Chairman's Allowance	110	59	0	0	100	0	100	0	100	0	0
1112	Training	250	150	0	0	200	0	200	0	200	0	0
1113	Data Protection Fee	35	47	0	0	47	0	47	0	50	0	0
1114	Insurance	1,750	2,114	0	0	2,160	0	2,160	1,828	2,220	0	0
1115	Internal Audit	200	275	0	0	350	0	350	175	370	0	0
1116	External Audit	450	420	0	0	450	0	450	420	450	0	0
1117	Subscriptions	570	675	0	0	600	0	600	621	650	0	0
1119	Bank Charges	0	4	0	0	0	0	0	30	55	0	0
1120	Election Exp/Fiscal Conting.	0	0	0	0	0	0	0	0	500	0	0
1121	Professional Advice	0	0	0	0	0	0	0	0	2,000	0	0

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	<u>2024 2025</u>		<u>2025 2026</u>						<u>2026 2027</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1122 Newsletter distribution	0	1,147	0	0	0	0	0	0	0	0	0
1123 Software/IT	650	1,006	0	0	800	0	800	547	1,000	0	0
1124 Website	250	316	0	0	200	0	200	0	2,500	0	0
Overhead Expenditure	30,695	36,031	0	0	41,925	0	41,925	26,549	49,000	0	0
Movement to/(from) Gen Reserve	23,000	98,641			20,475		20,475	169,586	22,900		
201 Grants											
2008 Grants	0	0	0	0	0	0	0	167	0	0	0
2009 Refund of Grant	0	0	0	0	0	0	0	3,500	0	0	0
Total Income	0	0	0	0	0	0	0	3,667	0	0	0
1201 BEAT	0	0	0	0	0	0	0	0	500	0	0
1202 Grant Caterpillars Group	1,200	660	0	0	1,000	0	1,000	228	500	0	0
1203 Small Grant Fund	10,000	1,360	0	0	1,325	0	1,325	3,500	5,000	0	0
1204 Grant Loxwood PCC Churchyard	500	500	0	0	500	0	500	500	550	0	0
1205 Grant Lox/Alf Magazine	300	300	0	0	300	0	300	300	400	0	0
1206 Grant LGCI	300	300	0	0	300	0	300	400	400	0	0
1207 4 Sight	0	0	0	0	0	0	0	0	350	0	0
1208 CIL GRANT WACT	0	0	0	0	0	0	0	19,300	0	0	0
1209 CIL Grant Doctors Surgery	0	0	0	0	0	0	0	14,838	0	0	0
1211 CILGrant School	0	0	0	0	0	0	0	24,183	0	0	0
1212 CIL Grant North Hall	0	0	0	0	0	0	0	6,087	0	0	0
1213 CIL Traffic Calming	0	0	0	0	0	0	0	1,275	0	0	0
Overhead Expenditure	12,300	3,120	0	0	3,425	0	3,425	70,611	7,700	0	0
Movement to/(from) Gen Reserve	(12,300)	(3,120)			(3,425)		(3,425)	(66,944)	(7,700)		

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	<u>2024 2025</u>		<u>2025 2026</u>						<u>2026 2027</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
301	LPC Property											
1301	Street Furniture	1,000	1,040	0	0	2,500	0	2,500	1,267	3,000	0	0
1304	Playground Maintenance/Inspect	2,000	1,255	0	0	2,000	0	2,000	2,075	2,500	0	0
1306	Flood Mitigation	0	135	0	0	0	0	0	0	0	0	0
1307	Parish Maint. and Improvements	500	998	0	0	750	0	750	87	0	0	0
1505	Traffic Calming	0	2,306	0	0	2,000	0	2,000	0	0	0	0
1506	Community Events	0	28	0	0	0	0	0	227	500	0	0
1601	PWLB	4,900	4,906	0	0	4,800	0	4,800	4,737	4,700	0	0
	Overhead Expenditure	8,400	10,668	0	0	12,050	0	12,050	8,392	10,700	0	0
	Movement to/(from) Gen Reserve	(8,400)	(10,668)			(12,050)		(12,050)	(8,392)	(10,700)		
401	Neighbourhood Plan											
1401	Neighbourhood Plan	800	7,378	0	0	3,000	0	3,000	0	2,000	0	0
	Overhead Expenditure	800	7,378	0	0	3,000	0	3,000	0	2,000	0	0
	Movement to/(from) Gen Reserve	(800)	(7,378)			(3,000)		(3,000)	0	(2,000)		
501	Services to Public											
1501	Emptying Dog/Litter Bins	1,000	844	0	0	1,000	0	1,000	901	1,000	0	0
1503	Hedge/Tree Surgery	500	2,335	0	0	1,000	0	1,000	250	1,500	0	0
	Overhead Expenditure	1,500	3,179	0	0	2,000	0	2,000	1,151	2,500	0	0
	Movement to/(from) Gen Reserve	(1,500)	(3,179)			(2,000)		(2,000)	(1,151)	(2,500)		
999	VAT Data											
115	VAT Repayments	0	8,119	0	0	0	0	0	6,098	0	0	0
	Total Income	0	8,119	0	0	0	0	0	6,098	0	0	0

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		<u>2024 2025</u>		<u>2025 2026</u>					<u>2026 2027</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
515	VAT on Payments	0	3,230	0	0	0	0	0	4,666	0	0	0
	Overhead Expenditure	0	3,230	0	0	0	0	0	4,666	0	0	0
	Movement to/(from) Gen Reserve	0	4,889			0		0	1,432	0		
	Total Budget Income	53,695	142,790	0	0	62,400	0	62,400	205,900	71,900	0	0
	Expenditure	53,695	63,606	0	0	62,400	0	62,400	111,368	71,900	0	0
	Movement to/(from) Gen Reserve	0	79,185			0		0	94,532	0		