

MINUTES OF THE MEETING OF DERRY HILL & STUDLEY PARISH COUNCIL FINANCE  
COMMITTEE  
HELD AT LANSDOWNE HALL, DERRY HILL  
MONDAY 1<sup>st</sup> SEPTEMBER 2025

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

John Barnes (outgoing Chair)	P	Bruce MacInnes	P	Gavin McHale (incoming chair)	P
Vaughan Mizon	P	Philippa Todd	P	Andrew Turton	A

**157/25/FC Apologies**

To receive apologies.

*Cllr Turton sent apologies, it was unanimously resolved to accept the apologies and reasons for the apologies.*

**158/25/FC Public participation/ Correspondence**

1.1 Public participation

Opportunity for members of the public to address the Committee.

1.2 Correspondence

For the Clerk to report any correspondence not circulated.

There were no members of the public in attendance.

**159/25/FC. Declarations of Interest**

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

There were no declarations made.

**160/25/FC. Chairman Announcements**

Cllr Barnes stated that he was going to resign as chair of the finance committee Cllr McHale was nominated to stand as replacement chair.

*It was unanimously resolved to elect Cllr McHale as chair of the finance committee with immediate effect.*

Cllr McHale thanked Cllr Barnes for his service to the committee.

**161/25/FC. Updated Finance Regulations**

To consider the updated [Finance Regulations](#) circulated for discussion of amendments prior to being approved by full council.

The committee discussed the updated finance regulations.

Amendments to be added by clerk and taken to full council.

*Cllr Mizon was appointed to reconcile the accounts on a quarterly basis.*

**Recommendation; That the Committee review the document and ensure that they are happy with the regulations and want anything added or amended.**

**162/25/FC. Review Risk register,**  
[Risk Register](#) circulated for review

**Recommendation that the committee review and discuss the financial aspects of the risk register.**

There was a discussion about level of reserves to be held, it was agreed to aim for a target of 9-12 months of spend in reserve.

It was identified that the risks associated with inspire magazine needed to be included in this document Cllr McHale was nominated to work alongside clerk to get a draft put together.

The amended risk register to be worked on to bring to full council meeting in October.

**163/25/FC. Q2 budget review**

To review the [budget spend](#) for Q2 so far.

Discussed the admin issues with The Cil reserves and reporting to Wiltshire councils.

**164/25/FC. Initial work on Draft Budget for 2026/27**

To review the initial budget planning for 26/27. – link to draft document provided.

A discussion was had about the budget and the additional work required to ensure the budget is correct.

Report discussed additional financial work was identified in relation to inspire to be completed by the Clerk and information provided for budgeting ASAP.

**165/25/FC. Grant application forms**

To review the draft grant application forms and request any amendments.

[Small Grant Application](#)

[Large Grant Application](#)

The draft forms were approved and agreed to be moved to full council for final approval.

**166/25/FC. Update on Asset Maintenance**

For the committee to receive updates on Asset maintenance discussed at the last committee meeting.

Well House maintenance has been completed.

Sign still needs replacing on play equipment. -Clerk to complete.

Greg Fowler to be contacted about the routine noticeboard maintenance.

**167/25/FC. Update on audit process and next steps**

To receive a verbal update on the audit process and the need to search for a new internal auditor.

The internal auditor is due to resign and we may need to find an alternative supplier. Clerk to do further work to find alternative supplier.

**168/25/FC. To agree date and time of the next meeting,**

**1<sup>st</sup> December 2025 7.30pm.**

The meeting closed at 21.30