

LEEK TOWN COUNCIL
Finance Committee MINUTES, 5th May 2026
5:00pm in Town Council office

MINUTES

D. Wheat Town Clerk

1. Welcome:

Chair: Mayor Cllr. Hilyer, Cllr. M. Swindlehurst, Cllr. Hoptroff, Cllr. L. Swindlehurst, Cllr. Webster

2. Apologies: Cllr. Powner, Cllr Young and Cllr. Nicholls

3. Declarations of Disclosable Pecuniary Interests, other interests and consideration for the granting of dispensations. **None were declared.**

4. Minutes were approved as a correct record of the 14th April 2026 Finance Committee meeting.

5. Matters arising from the minutes not on the agenda. No items were raised.

6. Ball Haye Green Recreation Ground: Quotations were considered for the repair of the zip wire and the replacement of the gate to the junior play area. It was resolved to replace the zip wire, but to investigate first if the gate could be repaired. Clerk to inspect and get quotations. Recreation Ground maintenance to be moved over to the Environment Committee agenda moving forward.

7. Financial Regulations. It was resolved to make no further amendments to the Financial Regulations for the forthcoming year.

8. Draft Financial Report for 2025-2026. The Responsible Financial Officer (RFO) presented the end of year reports which have been checked by Cllr. Powner and compared to the forecast budget. The Committee decided which reports were to be included in the Financial report to be circulated at the Annual Meeting. Clarification of the Strategic Reserve identified in the Budget is to be published to explain the reason for the increase to the Precept.

Clarification was requested on the term S137 used in the report. Clerk to advise and include a short explanation in the financial report.

9. Internal Audit progress report: The RFO is in the final stages of completing the internal audit. The Annual Governance and Accountability Review will be presented at the June Town Council meeting with the Internal Auditor's report.

10. Lengthsman cost centre/ time report: A pie chart from the Lengthsman's timesheets was presented. The percentage breakdown of the time spent on ground maintenance and asset management was discussed. This information should be used to inform budget setting in 2026.

The RFO was asked to create a specific cost centre for the town centre summer floral displays, to separate the funding from Green Spaces management.

11. Items for publicity in the press, on the website and social media were considered.

The Committee decided to thank people or organisations which have helped the Council to improve the community or to maintain the towns assets enhancing Pride of Place.

12. Items for the May Town Council/GP Agenda: RFO to produce a financial report from the documents presented at this meeting.

13. Items for information: No additional items were raised.

14. Exclusion of the Public:

The Chairman moved: "That in accordance with section 19 (2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting".

No members of the public were present

15. Bank House report on lease progress was discussed:

Staffordshire County Council new business help is available. Councillors to target information to the Tenant to source help and advice where possible.

Councillors to share the room space availability with their network of contacts to help the Tenant fill the vacant spaces.

16. Leek Town Lands/ Nicholson War Memorial: A report on correspondence was received.

17. Meeting Ended at 5.55pm

Next Meetings:

Annual Meeting and Mayor Making followed by Leek Town Assembly: Tuesday 12st May 2026 – SMDC Council Chamber, 7pm

Town Council & General Purposes: Tuesday 19th May 2026, 7pm (as above)

Finance Committee: Tuesday 9th June 2026 – 5.30pm Town Council Office