

LEEK TOWN COUNCIL Finance Committee

Tuesday 14th July 2026,

5:30pm in Town Council Office

MINUTES

D. Wheat Town Clerk

1. **Welcome:** Chair: Cllr. D Hilyer, Mayor Cllr. Lyn Swindlehurst, Deputy Mayor Cllr. Keith Hoptroff, Cllr. Matt Swindlehurst, Cllr. Sue Webster.
2. **Apologies:** Cllr. Paul Powner, Cllr. Dee Young and Cllr. Mike Worthington
3. **Declarations of Disclosable Pecuniary Interests,** other interests and consideration for the granting of dispensations: None declared
4. Minutes of 5th May 2026 Finance Committee were approved.
5. Matters arising from the minutes not on the agenda: No matters were raised.
6. First Quarter Budget Report 1st April to 30th June 2026

17 July 2026 (2026-2027)

Leek Town Council Summary of Receipts and Payments Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration		268.37	268.37	12,000.00	4,112.54	7,887.46 (65%)	8,155.83
Allotments	11,500.00	163.00	-11,337.00 (-98%)	11,500.00	2,970.42	8,529.58 (74%)	-2,807.42
Assets			0.00 (N/A)	10,000.00	2,755.58	7,244.42 (72%)	7,244.42
Bank House	9,600.00	2,400.00	-7,200.00 (-75%)	9,600.00		9,600.00	2,400.00
Earmarked Reserve			0.00 (N/A)	44,950.00			44,950.00
Events	3,000.00		-3,000.00	5,000.00	720.00	4,280.00 (85%)	1,280.00
Governance			0.00 (N/A)	18,000.00	9,058.00	8,942.00 (49%)	8,942.00
Grants & S137 Donations			0.00 (N/A)	14,500.00	14,000.00	500.00 (3%)	500.00
Green Spaces & Summer	5,900.00	5,500.00	-400.00 (-6%)	7,000.00	4,069.98	2,930.02 (41%)	2,530.02
Grounds Maintenance			0.00 (N/A)	25,000.00	6,633.86	(73%)	18,366.14
Markets	1,500.00		-1,500.00	1,500.00		1,500.00	0.00
Mayoral Office			0.00 (N/A)	6,000.00	116.99	5,883.01 (98%)	5,883.01
Mayors Fundraising		1,407.00	1,407.00		1,465.42	-1,465.42	-58.42
Neighbourhood Plan			0.00 (N/A)	3,000.00	850.00	2,150.00 (71%)	2,150.00
Precept	273,950.00	136,975.00	-136,975.00 (-50%)			0.00 (N/A)	-136,975.00
Seasonal Street Decorations	500.00	250.00	-250.00 (-50%)	55,000.00	6,199.49	(88%)	48,550.51
Staff			0.00 (N/A)	75,000.00	13,983.95	(81%)	61,016.05
Team North Project			0.00 (N/A)			0.00 (N/A)	0.00
War Memorials			0.00 (N/A)	9,000.00	244.17	8,755.83 (97%)	8,755.83
NET TOTAL	305,950.00	146,963.37	-158,986.63 (-51%)	307,050.00	67,180.40	(78%)	80,882.97
Total for ALL Cost Centres		146,963.37			67,180.40		
V.A.T.		21,781.11			3,908.19		
GROSS TOTAL		168,744.48			71,088.59		

Responsible Financial Officer Denise Wheat explained that from 1st April 2026 to the end of June 2026 (1st Quarter of the Financial Year), Leek Town Council have:

Received a total of £146, 963.00

£136,975 – half of the precept plus £9,988 other income including allotment fees, Bank House rent, In Bloom grant from Alliance Environmental Services, Past Mayors fundraising and donation towards Christmas decorations.

Expenditure a total of £67,180

Including staff costs, grants to small community organisations and Citizens Advice Bureau, insurance fee, internal audit fee, summer flowers, grounds maintenance and other small administration costs.

Earmarked Reserves £44,950.00

The table also includes a row for earmarked reserves which were identified in the Budget set in January. These will be reported in more detail if and when there is any call on the funds (for example the invoice for the May by-election recharge).

7. Moorlands Partnership Board grant application report:

An application for assistance with painting the front door of the Town Council office was withdrawn from consideration by the MPB Committee as SMDC is responsible for the decoration (permission for redecoration had previously been given).

The Committee decided that projects requiring Grant funding should be added to the next Agenda.

8. Bank House maintenance report:

- a. A plumbing quotation for the replacement of the ground floor radiators was approved.
- b. Quotations are being gathered for a replacement gate in between Bank House back yard and the Wilkes Head pub yard)
- c. A solicitor's letter has been sent to clarify the right of access through the Wilkes Head yard for Bank House fire exit route and to allow access for commercial waste collection.

9. Asset management software:

The Committee did not accept the quotation presented.

A decision was made that assets would be recorded and reviewed from a spreadsheet with quarterly reports on maintenance, or public complaints and actions taken.

10. Items identified for publicity in the press, on the website and social media.

It was decided that there should be a press release about community grants, with details of the recipients, their aims and the amounts received.

11. Items for the July Town Council/GP agenda:

- a. Volunteer requests and roles

12. Items for the next Finance Committee agenda:

- a. Christmas Lights Contract: to prepare a tender
- b. Flags and Bunting Contract: to prepare a tender
- c. Town Council Asset list to be reviewed.

- d. A discussion was had about the Moorcock Benches and the offer from the Friends of Steve Povey to contribute to a bench at the entrance of Moorlands House. It was decided to
- a. **get a quotation for a Moorcock Bench**
 - b. **write to the Friends of Steve Povey**
 - c. **write to SMDC Democratic Services and assets about the possible replacement of the two benches at the Moorlands House entrance.** It was suggested the benches could be re-located at High Up Lane where benches have perished.

13. 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.

14. Bank House report on lease progress:

It was decided that a contingency plan for the buildings management and landlord responsibilities should be developed.

15. Lengthsman contract negotiations:

Quotations to be sought for the contract for watering and maintenance of the summer flowers. Thanks, were minuted to Alliance Environmental Services for stepping in and watering during the recent hot weather.

16. A request to delay invoicing Allotments fees to the 2027-28 Financial Year was rejected as it would affect the current year's budget for income received from rent.

17. Reserves of Past Mayor Cllr. Barry Birch: unallocated funds remain in the council's reserve from Cllr. Birch's fundraising year 2024-2025: The Committee resolved to allocate the remaining funds from Cllr. Birch Mayoral year on a 50/50 basis to his named charities – Moorlands Voluntary Community Transport and Leek North Football Project at Ball Haye Green, and to ask his family to present the cheques if they wish to the Charities.

Meeting Ended 6.45pm

Next Meeting:

Finance Committee: Tuesday 8th September 2026 – 5.30pm Town Council Office