

**LEEK TOWN COUNCIL**  
**Finance Committee to be held**  
**Tuesday 13<sup>th</sup> October 2026, 5:30pm in Town Council office**

**AGENDA**

*Date published 01.10.2026 D. Wheat Town Clerk*

1. **Welcome** and announcements:
2. **Apologies:**
3. **Declarations of Disclosable Pecuniary Interests**, other interests and consideration for the granting of dispensations.
4. **Minutes to be approved** from the 8<sup>th</sup> Sept. 2026 Finance Committee meeting. (appendix 4)
5. **Matters arising** from the minutes not on the agenda.
6. **Financial Report** up to 30<sup>th</sup> September 2026 (appendix 6)
  - a. Bank Reconciliation
  - b. Budget Cost Centre report
7. **External Audit Report** noting that “except for the matters reported” in the report “on the basis of the auditors review of the annual return, in their opinion the information in the annual return is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislative and regulatory requirements have not been met”. (appendix 7)
8. **Internal Controls:** To invite the Chair/Vice-Chair to check financial documents on a monthly basis with the Responsible Financial Officer. Policy Draft (appendix 8)
9. **Budget and Forecast Report:** estimated to Year end 31 March 2027 (appendix 9)
10. **General Reserve report:**

The Finance Committee might recommend for possible inclusion in the Budget (in addition to suggestions from other committees): in particular that of reserves should be addressed. Leek Town Council precept is currently £273,950.00  
The audit requirement for Local Authorities is that a council should have 25% (£68,487.50) to 100% of its precept in general reserve.
11. **Budget and Precept setting 2027-2028**
  - a. To note that Committee Chairs had been asked to identify exceptional items of expenditure that could be considered for inclusion in the budget and to note potential bids.

- b. To note the timetable of committee meetings on preparation for the Budget and setting the Precept, as follows:

**Finance Committee – 10 Nov** – to consider committee proposals (Town Council Office)

**Finance Committee – 8<sup>th</sup> Dec**– to consider committee proposals (Town Council Office)

**Full Council (Budget Setting)** – 15<sup>th</sup> December 2026 (Dove Room, SMDC)

**Full Council (Budget & Precept request) – 19<sup>th</sup> Jan 2027** (SMDC Chamber)

## **12. Maintenance of Assets**

- a. **Ball Haye Green:** Enquiries are being made as to the ownership of the site and particularly the toilet block (the toilet block is on the SDC asset list)  
To recommend that the council should apply to register the land on Land Registry (estimated at £1500 solicitor/registration fees).
- b. **St Stephens Square:** report from SMDC asset officer about the state of the planters. The understanding is that as neither the Town Council nor the District, have this area on their asset list, it is maybe the responsibility of the County Council. (LTC owns the hanging basket post).
- c. **Quotation for replacement of the Clerk's Laptop** (appendix 12c)

## **13. Items for publicity** in the press, on the website and social media.

## **14. To report from contract tender working group meeting:**

- a. Christmas lights
- b. Flags and bunting

## **15. Items for the October Town Council/GP Agenda**

### **16. Exclusion of the Public:**

The Chairman to move: "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".

### **17. Bank House** report on lease progress. Committee to recommend to full council to make a definitive decision.

### **18. Nicholson War Memorial:** awaiting a response from Leek Town Lands

## **19. Meeting Ends**

### **Next Meetings:**

**Town Council & General Purposes:** Tuesday 20<sup>th</sup> October 2026, 7pm, Council Chamber at Moorlands House, SMDC, ST13 6HQ

**Finance Committee:** Tuesday 10<sup>th</sup> November 2026 – 5.30pm Town Council Office, 15 Stockwell St. Leek, ST13 6DH