LEEK TOWN COUNCIL
Finance Committee to be held
Tuesday 10th November 2026, 5:30pm in Town Council office

AGENDA

Date published 05.11.2026 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 13th Oct. 2026 Finance Committee meeting. (appendix 4)
5. **Matters arising** from the minutes not on the agenda.

6. **Financial Report** up to 30th October 2026 (appendix 6)
   a. Bank Reconciliation
   b. Budget Cost Centre report

7. **Internal Controls:** To invite the Chair/Vice-Chair to check financial documents on a monthly basis with the Responsible Financial Officer. Policy Draft (appendix 7)

8. **Budget and Forecast Report:** estimated to Year end 31 March 2027 (appendix 8)

9. **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.

10. **Budget and Precept setting 2027-2028**

    a. To give initial consideration to the budget for 2027-28, noting 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 Dec– to consider committee proposals (Town Council Office)
       Full Council (Budget Setting) – **15 Dec** (Dove Room, SMDC)
       Full Council (Budget & Precept request) – 19 Jan 2027 (SMDC Chamber)

11. **Maintenance of Assets**
    a. **Quotation for SLA for Town Green Spaces Maintenance** (appendix 11)

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

13. **To receive reports from contract tender working group meetings:**

    a. Christmas lights
    b. Flags and bunting

14. **Items for the November Town Council/GP Agenda**

15. **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".

16. **Meeting Ends**

Next Meetings:

Town Council & General Purposes: Tuesday 17th November 2026, 7pm, Council Chamber at Moorlands House, SMDC, ST13 6HQ

Finance Committee: Tuesday 8th December 2026 – 5.30pm Town Council Office, 15 Stockwell St. Leek, ST13 6DH

Full Council Finance Meeting: Tuesday 15th December 2026 – 6pm in the Dove Room, SMDC