

Notes from the Finance and Risk Working Group

14th October 2025 at 6.30pm Moorland Hall, Edwin Beckett Room

Present: Cllr Eric Norman (Chair), Cllr Oliver Yiend, Cllr Sarah Cook, Liz Stitt (Clerk)

Item	Notes	Action
25/05	Agree notes from previous FRWG meeting held on 7th January 2025 and report on actions. These were agreed and signed by Cllr Norman. Cllr Cook said the noticeboard at Luckwell Bridge didn't currently need fixing.	
25/06	Go through the Community Spaces Questionnaire together. This survey has been put together by Exmoor National Park and is to update information that they have on community services/facilities and formal open spaces within the parish and was completed during the meeting.	
25/07	Policy Reviews for recommendation to full council: The clerk prepared the following policies which came out of the Risk Register as being good to have. i) Internal Controls Policy – This was reviewed and agreed to put to full council to adopt. ii) Health & Safety Policy – This was reviewed and agreed to put to full council to adopt. iii) Data Protection Policy – This was reviewed and agreed to put to the full council to adopt after the Clerk adds in that they are the data protection officer to the policy. iv) Information Privacy Notice – This was reviewed and agreed to put to full council to adopt. v) Publication Scheme – This was reviewed and agreed to put to full council to adopt. The Clerk will check where this must be displayed. vi) Risk Management Policy & Risk Register – This was reviewed after changes incorporating the above policy adoptions and agreed to put the full council to re-adopt.	
25/08	Review the Q2 Budget Outturn and Bank Reconciliation. This was reviewed and the bank reconciliation noted. The lean-to project is now complete and has been paid out of PC reserves. The Clerk highlighted that to pay the lean-to invoices from the Unity Trust Account, we were charged a £28 CHAPS payment fee to move the money between accounts. The Clerk will email the treasurer of the church to fill in a grants and donations form for the burial ground donation.	Clerk
25/09	Discuss Projects for 2026/27 that need to be included in next year's budget. There are no major projects planned for next year. It was discussed to increase the budget next year for highways jobs like hedge cutting and drain jetting due to Somerset Council service reductions.	
25/10	A.O.B. No other business was discussed.	

There being no other business, the meeting closed at 7.15pm.