

Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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Minutes

Meeting of the Finance Committee

Held on Wednesday 10th December 2025 at 19:00

Venue: Vicarage Lane Function Room, Vicarage Lane, Shevington, WN6 8HP

Present:

Cllrs: *W McKnight, M Grimes, J Whitely, H Thompson.*

Officers: *Mr Michael Potts (Clerk & RFO)*

Members of the Public: n/a

Part One

FC/25/10 – Attendance

Present: Cllr William McKnight (Chair), Cllr Mike Grimes, Cllr John Whitely, Cllr Helen Thompson

In attendance: Mike Potts – Clerk & RFO

FC/25/11 – Declarations of Interest

No declarations of interest were made.

FC/25/12 – Minutes of Previous Finance Committee Meeting

The Clerk reported that no formal minutes from the previous Finance Committee meeting were available due to the death of the former Clerk and the absence of transferred records.

Members confirmed that, to the best of their recollection, no material decisions had been taken at that meeting that required formal ratification.

Resolved:

That the position be noted and that minute numbering recommence from this meeting.

FC/25/13 – Financial Position and Budget Monitoring

The Clerk presented an overview of the Council's current financial position, including:

- expenditure to date within the 2025/26 financial year,
- known commitments for the remainder of the year,
- the operation of forecasting within the new accounting system, and
- variances arising from delayed or non-receipt of invoices in previous years.

Members discussed the use of forecast settings within the system and noted that some projected figures reflected automated assumptions rather than confirmed commitments. It was agreed that further refinement would be undertaken to improve clarity ahead of final precept setting.

Resolved:

That the financial position and approach to forecasting be noted.

FC/25/14 – Reserves Position

The Clerk outlined the current general and earmarked reserves position and explained how reserves are presented following recent system configuration changes.

Members discussed the importance of maintaining appropriate reserve levels, particularly in light of upcoming capital commitments, including the Memorial Park drainage and footpath works.

Resolved:

That the reserves position be noted, with a fuller review to be undertaken once year-end projections are finalised.

FC/25/15 – Income, Outstanding Invoices and Housekeeping

The Clerk advised that a number of historic lease and allotment invoices had not been raised or required review, including:

- Vicarage Lane allotments,
- sports field leases, and
- allotment plot measurements and rent adjustments.

Members agreed that addressing these matters was essential to ensure income was correctly raised and accounted for.

Resolved:

That the position be noted.

Action:

The Clerk to:

- review all outstanding lease and allotment income,
- confirm last invoiced and paid periods,
- issue any required invoices, and
- report progress to the next Finance Committee meeting.

FC/25/16 – PWLB Loan and Wigan Council Grant Support

Members considered the Clerk's update on the timing of PWLB loan drawdown and the associated Council Tax Support Grant from Wigan Council.

It was agreed that loan drawdown should align with confirmed contractor start dates and payment schedules to avoid unnecessary borrowing costs.

Resolved:

That PWLB drawdown be deferred until project timings are confirmed.

FC/25/17 – Budget Preparation and Precept Considerations

Members held a detailed discussion on:

- inflationary pressures for 2026/27,
- projected year-end surplus,
- the relationship between reserves, service delivery, and precept levels, and
- the need to balance financial prudence with visible service improvements for residents.

It was noted that further detailed work was required once the final tax base and year-end projections were confirmed.

Resolved:

That a further Finance Committee meeting be held in January to finalise budget and precept recommendations for submission to Full Council.

FC/25/18 – Date of Next Meeting

The next Finance Committee meeting was confirmed for **14th January 2026**.

The meeting closed at **20:21**.