

BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA

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Draft Minutes of the Finance Committee Meeting held on Wednesday 4th March 2026 at 5.30pm in the Café Area of Boston Spa Village Hall.

Present: Cllrs D Taylor, S Courts, K Blake.

Apologies: Cllr M Heum.

In Attendance: D Marshall (Clerk to the Council)

Guests: None.

There were no members of the public in attendance.

007/25	To accept apologies and approve any reasons for absence
	Apologies had been received from Cllr Heum
	Resolved: That the apology and reason for absence be accepted.
008/25	To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting
	None.
009/25	To confirm the Minutes of the Finance Committee Meeting held on 15 October 2025
	Resolved: That the Minutes of the Finance Committee Meeting held on 15 th October 2025 be approved as a true and accurate record.
010/25	To consider the Financial Risk Assessment and Internal Controls 2025-26
	The Internal Controls checks was undertaken and signed by Cllrs Blake and Courts. The Financial Risk Assessment was reviewed and proposed changes were made to include a statement regarding the checking and verification of pension payments, compliance with the Pensions Regulator and payments made to HMRC via Direct Debit for the quarterly NI and PAYE submissions. It was agreed that statements for the long-term savings accounts would be circulated to all Councillors annually on receipt in addition to the monthly statements for the current, instant access and short-term notice savings accounts.
	Resolved: That the revised Financial Risk Assessment and Internal Controls checklist be approved and signed and the above actions taken in relation to pensions, HMRC and bank statement reporting.
011/25	To consider the earmarked reserves for the Village Centre Plan and Village Centre Repairs
	It was noted that the Parish Council has £60,334 in CIL monies that had been committed in 2021 for the undertaking of the Village Centre Plan by LCC. It was proposed that monies be given to LCC on the condition that any outstanding snagging issues be completed and that funds be used for the new proposed planters outside Costcutter which would be compliant with accessibility for the visually impaired. Cllr Blake said he would liaise with the Ward Councillors to take this forward. It was proposed that the £10,726 funds reserved for Village Centre repairs be kept in situ for the time being.
	Resolved: That the above be agreed.

012/25	To consider the allocation of responsibilities with regard to payroll, pensions and banking
	It was proposed that Cllr Taylor take over responsibility for the production of the monthly payslips and quarterly HMRC submissions. The PC will continue to use Brightpay as it integrates with Nest pensions. A handover session to demonstrate the software is to be arranged. The Parish Council's current accounts system provider, Scribe was discussed and it was agreed that the Parish Council would renew its 3-year subscription at £582.96 + VAT per year
	Resolved: That the above arrangements be agreed the Council will continue with Scribe at £582.96+ VAT for per year for 3 years.
Closure	With no further business the Chairman declared the meeting closed at 18:52