

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Finance and General Purposes Committee
Held on Monday 4th March 2026 commencing at 12.00 noon. This meeting was held at Benians Pavilion,
Four Marks**

MEMBERS PRESENT:	Cllrs Briggs (Chair), Davies (from 12.05pm), McAllister, M Pullen and R Pullen
IN ATTENDANCE:	Louise Steele (Locum Clerk) & Debbie Batley (Clerk)
	Members of public - None
APOLOGIES:	Cllr Smith

26.07 FGP APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Smith.

26.08 FGP OPEN SESSION/PUBLIC PARTICIPATION

There was no open session there being no members of the public present.

26.09 FGP DECLARATIONS OF INTEREST

No declarations of interest were made.

26.10 FGP COMMITTEE MINUTES

The minutes of the meeting of 12th January 2026 were deferred until the next meeting of the Committee.

26.11 FGP FINANCIAL REPORTS

26.11.1 The following reports for the Financial Year 2025/26 to 31 January 2026 were received:

- Expenditure against budget
- Balance Sheet
- Earmarked Reserves

26.11.2 The fact of Bank Reconciliations being completed to the end of January 2026 was noted and Cllr McAllister was reminded of the need to check and sign the reconciliations.

26.11.3 The payments for January 2026 totalling £20,998.55 were received and approved and the schedule is annexed to the record copy of these minutes..

26.12 FGP ANNUAL REVIEW OF FEES & CHARGES

26.12.1 **Benians Pavilion** - it was agreed that the charge should remain at £7,000 for the year 2026/27 but it was noted that the charge is now subject to VAT and that the total charge will be £8,400 inclusive of VAT.

26.12.2 **Recreation Ground** 2026/27 increased football charges were agreed at £300 for each of the youth football clubs and £500 for the Veterans. Charges of £100 for Archery; £100 to the Bowls Club and £50 for a food van were left unchanged. No increase was made to tennis fees though it was agreed that there should be more advertising to increase use of the tennis courts.

26.12.3 **Cemetery** – a draft schedule of Cemetery fees was considered; the Locum Clerk explained the significance of the Children’s Funeral Fund for England and pointed out that the new fees proposed for children’s funerals would not be paid by the family of the deceased but claimed from the fund. A handful of amendments to the schedule were suggested and agreed notably the deletion of charge “3.3 For the grant of rights to erect a

memorial on a grave with no existing burial rights (with no right to bury)" on the grounds that memorial permits should only be granted where rights of burial exist. Upon the proposal of Cllr R Pullen seconded by Cllr Briggs it was RESOLVED to approve the amended schedule of fees and it is attached to these minutes.

26.13 FGP UPDATE ON ACTIONS IN RESPONSE TO EXTERNAL & INTERNAL AUDIT REPORTS

26.13.1 The Committee received an updated action plan in response to all audit recommendations made during the current financial year. The Committee agreed that satisfactory progress was being made in response to all recommendations.

26.14 FGP REVIEW OF INTERNAL CONTROLS

26.14.1 The Committee received and approved a report detailing a review of the Council's internal controls.

26.15 FGP ASSET REGISTER

26.15.1 The Committee considered the Asset Register which had been updated since last reviewed by Council in December 2025. There was some discussion of the basis of valuation of assets and the absence of depreciation and the Locum Clerk explained that all that Councillors knew about accounting for assets in a commercial environment or even elsewhere in Local Government should be forgotten. The register had been prepared in accordance with the Practitioners Guide – new items were added at cost and remained on the register at cost until disposal. It was agreed that in future a minimum value should be agreed by Full Council before items were added but that the new noticeboards recently added would, at £400 each, likely be above that minimum value.

Upon the proposal of Cllr Briggs seconded by Cllr Davies and with all councillors in agreement the Asset Register with a total value of assets of £869,669.46 as at 1 March 2026 was APPROVED

26.16 FGP FM ALLOTMENT ASSOCIATION LICENSE TO OCCUPY

26.16.1 The Committee considered the latest position with regard to the proposed license to occupy and agreed that a new licence to occupy would be drafted which better reflected the fact that it was allotments being occupied and reflecting some of the Council's legal duties in respect of allotments. This to form an agenda item at the next meeting of the Committee.

26.17 FGP NEXT MEETING: to be confirmed

26.18 FGP Meeting closed at 2.00pm