

Cherhill Parish Council – Budget Group

Meeting 6th July 2026, 7pm,
New House, Main Road, Cherhill

Minutes

Present:

Clerk/RFO, Cllrs Richard Carter (Convenor), Doug Price, Sean Hickey

Apologies : Cllr Nick White

1. Update on AGAR 2025-26

- a) Clerk/RFO confirmed that the AGAR forms, comprising Statement 1 (Annual Governance Statement) and Statement 2 (Accounting Statements), had been filed with PKF Littlejohn, External Auditor, by the deadline of 30th June 2026. PKF had acknowledged this and also the filed Explanation of Variances which the Clerk/RFO summarised for the meeting
- b) He also highlighted some of the observations made by the Internal Auditor in this report which had been circulated and published.
- c) The Notice of Exercise of Public Rights, for the public to request examination of the accounts, had been published on the website before 1st July commencement period, to remain in place until 11th August 2026. Confirmation of the dates also sent to PKF Littlejohn. The Notice was now on parish noticeboards.
- d) PKF Littlejohn to complete it's External Auditor's report (Section 3) by 30th September 2026.

2. Discussion on treatment of reserves and earmarked funds

The Clerk had set up on Scribe Accounts the following:

General Reserves, approved when setting the Budget for 2026-27, @ **£12,000**

plus **Earmarked/ringfenced funds** as follows:

- a) **Tommy Croker Playground**
= £3,814.01

b) Community Infrastructure Levy (CIL) funds, comprising:

£1,197.57 received direct from Wiltshire Council on 19/02/2024, thus expiring 19/02/2029

£4,969.14 received from Derry Hill & Studley PC after CGR changes of May 2025, comprising 2 CIL 'pots':

£1530.00 Low lane (18/04823/REM), technically expired April 2026 but already allocated by former Calne Without PC to Calstone Speed review (£930.00) and defibrillator/training project (£600.00). CIL officers at Wiltshire Council have been briefed as to Cherhill PC intentions and commitment to using this as allocated.

£3,439.14 Calstone Fisheries (19/03101/FUL), less £3,109.93 recently allocated against this 'pot' for the SID device, leaving £329.21.

= £3,056.78 total net CIL funds

c) White Horse maintenance fund

This had been necessitated by the recent transfer of funds from the White Horse Restoration Group which had been operating its own community account through Lloyd's. The PC meeting of 23 April 2026 (agendum **4755**) had approved the transfer to Cherhill PC of these monies, using them to set up a ringfenced fund for continued maintenance of the White Horse.

£506.15 received from White Horse Group

Less £240.00 spending on virgin chalk

= £266.15

After discussion the following were agreed:

- 1) Each CIL pot to be established and treated as a separate ringfenced/earmarked fund on Scribe Accounts. Clerk/RFO to establish with Scribe how best to deal with the 5-year spend date for each pot.
- 2) The ringfenced fund for White Horse maintenance would also be set up on Scribe Accounts. Clerk/RFO to seek confirmation from Scribe that the date for the setting up of this fund should be when monies had been transferred from the group into the PC's account, rather than when expenditure was incurred, which was earlier.

3. Investment of reserves - discussion of options

The Clerk/RFO had circulated notes on a number of funds for consideration by the Group, including the following:

Money Market Funds (CCLA ie Churches, Charities and Local Authorities). The CCLA Public Sector Deposit Fund (PSDF) is the industry standard for parish councils.

Specialised Council Accounts: such as

Unity Trust Bank, paying 2.75% on a Instant Access account.

Hinckley and Rugby Building Society, paying 3.4% on a 160-day Deposit Account

Cambridge Building Society paying 1.55% gross on an instant access Council Saver Account.

CAF Bank (Charities Aid Foundation) paying 2%, paid daily.

Cllr Price also referenced **Redwood Bank** which offered FSCS protection and the following options for a business savings account:

3.55% on a 35 day account

3.85% on a 95-day account

3.90% on a 1-year account

4.25% on a 2-year savings bond invested for 2 years.

All these accounts are for funds of £12K up to £1 million.

Agreed that as the purpose of the general reserve was to cover normal operating costs in the event of a financial issue, reasonable access was required. A business savings account with Redwood giving 35-day access would be adequate and the percentage return, 3.55% AER, better than Hinckley & Rugby BS and with a much shorter notice. Agreed that further details were required for the Group to make a recommendation to full council for a reserve account with Redwood Bank. Everyday transactions would still be through the existing community account at Lloyd's. The view was that the ringfenced/earmarked funds should also be placed within the same investment account, such as contemplated with Redwood Bank.

4. Budget 2026-27 - Review of spending

Having circulated the 2026-27 Excel budget spreadsheet, the Clerk/RFO highlighted the following budget items where, to date, little has been spent:

Community Support Maintenance (CSM) Rights of Way

Budgeted at £2500, with a spend to date of £150.

CSM Community Grants Budgeted at £3400, with a spend to date of zero. There was however an existing commitment to a grant of £400 towards the Cherhill Book Exchange. Another grant enquiry had also been received from Yatesbury Village Hall Committee.

CSM LHFIF/Road Safety Budgeted at £6000, with a spend to date of zero. It was expected however that the LHFIF group would be meeting to discuss, *inter alia*, the funding of a second Speed Indication Device (SID).

Public Engagement was Budgeted at £1000, with a spend to date of zero. It was AGREED however that expenditure on the printing of the Newsletter and the Lower Compton HRC leaflet more properly be allocated on Scribe against 'public engagement', instead of 'printing'. The amount was £225.00.

To date expenditure was approximately 23% of the 2026-27 Budget.

Future tasks and Meetings

Agreed that 3 meetings of the Budget Group were needed each year. 2 in the autumn, to draft and refine the draft budget for adoption at the December PC meeting. A further meeting was needed in the April, after the close of the financial year and prior to the Annual PC meeting in May when financial procedures and safeguards need to be approved. The Clerk/RFO would in the meantime be drawing up a template document to facilitate review after the end of each financial year.

In any event, it was agreed that Lloyd's Bank should be asked to set up a 2-tier level of authorisation for all payments. No cheque payments are made as everything is online. Currently there were quarterly bank reconciliation meetings between the Clerk/RFO and a nominated councillor (currently Cllr Carter), also monthly review of proposed payments over £100 by full council. An extra layer of authorisation was needed for the protection of the PC and the Clerk/RFO. This would be tabled at the next PC meeting.

The meeting closed at 8.45pm.