The Minutes of the MUW PC Finance Committee
held on Thursday 15th January 2026

1) In attendance: Cllr J Pratt (JP), Cllr G Smith (GS), Cllr A Allday (AA), Cllr J Haine (JH)
Mrs V Oliveri (VO), Parish Clerk and Mr C Trotman (CT), RFO.
2) Minutes of Meeting 09/12/2025 excluding Confidential Supplement
Cllr G Smith proposed to approve the FinCom minutes dated 9th December 2025. Cllr J Pratt seconded the proposal. A unanimous vote was taken of all in favour of the proposal.
3) Village Green Car Park
   a. Committee members noted that a generous offer had been received of £12,000.00 to go towards the resurfacing of the Village green car park. Cllr P Rawlins has sent a letter of acknowledgement. CNL had awarded £10,000.00 towards the project, but this needs to be spent by 31st March 2026. Milton Sports Association had offered £10,000.00 or up to one third of the project costs. It had been discussed that MARC would contribute £1,000.00 if the Welfare Trust will match their offer. The committee agreed to hold a MARC meeting straight after the January PC meeting to formulate the offer.
   b. Identify the manner of utilisation of offers and how to have project billings invoiced to respective parties. The committee agreed if the MARC offer was confirmed that an invoice for part of the work would need to be sent direct to MARC as this would then meet their requirements.
   c. Report on discussions with contractors, etc (as under 09/12/2025 FinCom draft Minutes 6a., b., c. and d.) and advice received. Cllr G Smith reported that he had attended a site meeting with Hickmans to discuss the scope and specification of the work required. Cllr G Smith provided a sketch at the meeting to discuss the levels of the car park and areas of tarmac and gravel. The committee agreed before making a final decision of the materials in the areas discussed to have a site meeting (Cllr G Smith, Cllr J Haine and Cllr A Allday) to attend the site meeting.
   d. Recommendations for revision of contract scope and specifications (if any)
   Arising from the site meeting and decision of materials, Cllr G Smith would amend the specification. The Clerk was to circulate the new specification to Hickmans, Ingon and ODS to re-quote. The Clerk was to notify Highways that they had been unsuccessful in their quote this time.
   e. Review of estimated cost of the project
   The committee were estimating the project to cost in the region of £40,000.00. The PC had secured £32,000.00 so currently there was £8,000.00 to fund.
   f. Comments from Cllr J Haine &/or on behalf of MSA
   MSA had offered £10,000.00 toward the project. Cllr J Haine stated that tarmac up to the patio would be preferred as part of the area was to be for disabled parking and for the trade vans. Drainage/soakaway would need to be incorporated to help prevent pooling on the patio or dampness occurring to the building.
   g. Recommended sum to be provided by the PC to complete required funding.
   Cllr G Smith reported that he had approached The Hare to contribute towards the project as their patrons use the Village green car park. Cllr G Smith agreed to call into The Hare as a follow up. The PC would need to agree at a Parish Council meeting to contribute towards the shortfall.
   h. Need for retendering the project (if any) and plan to be recommended to PC.
   The Fin Com agreed to retendering due to the change of the specification arising from the site meeting with Cllr G Smith, Cllr A Allday and Cllr J Haine.
   i. Outline plan for future repair + funding of Village Green Silver Jubilee gates and their pillars.
   The committee noted the Village Green Silver Jubilee gates and pillars were in need of repair, and agreed that due to the deadline to receive the Awards For All Lottery Funding they would apply for funding to repair the gates and pillars at a later date.

j. Matters requiring PC decision on 21/01/2026 – not at present as need to confirm contribution from MARC and Welfare Trust. Further quotations were being sought due to revised specification. Due to the timeline of receiving quotations there may be a need to hold an Extra-ordinary PC meeting to decide on the preferred contractor to carry out the resurfacing works.

4. Confidential Supplement to Minutes of Meeting 09/12/2025
   The committee agreed to review the specification and contract of employees in line with recommendations received and would be included as an agenda item for the March PC meeting.
5. Matters Arising from 09/12/2025 not already covered:
   a. Tree surgery bids and plan
      Three bids for the tree work required had been received and were going to be discussed and decided upon at the January PC meeting.
   b. Meteor water gauge billing and public data access
      It was reported that the company were going to re-open the link and were looking into why the meteor water gauge had failed.
   c. Sarah's Meadow
      Cllr G Smith reported that the fencing at Sarah's Meadow and the management plan has now been completed. TOE have received the invoices and have agreed to forward the grant funding to the PC. On Sunday 18th January it was planned to carry out the first part of the management plan by working on the under and over growth and to install two vivarium reptile homes.
   d. Staffing contracts to be reviewed in line with auditors. To bring to March PC meeting.
6. RFO Reports and Summaries
   The committee received the RFO reports and Summaries for November and December 2025.
   The RFO reported that he had put in a VAT reclaim in November.
   Cllr G Smith reported that he had contacted WODC regarding the bin emptying costs and had received confirmation that there wasn't an increase in the cost.
7. RFO Analysis and Statement for Q3 2025 – 26; further observations
   The committee received and noted the RFO analysis and statement for Q3 2025.
8. Budget adjustment for FY 2026 – 27 (CT) and Rolling Plan from 2028*
   The RFO recommended not to adjust the budget until the March PC meeting.
9. *Rolling Plan adjustment proposed (if any) in the light of outline forecast of financial position of PC at 31/03/2026.
   The committee received and noted the rolling plan presented at the meeting. It was noted that the RFO had devised a tracking system for cemetery payments.
10. General Budget and Rolling Plan decisions required from PC on 21/01/2026
    There were no decisions required on the general budget and rolling plan to be made at the January PC meeting.
11. AOB
    - Cllr G Smith reported that he was trying to obtain Section 106 funding to improve the football pitch. The Football Association had indicated that they will not contribute towards the cost if the PC charged for football teams to use the fields to play football. Cllr G Smith proposed to not charge to use the football pitch. This will need to be agreed and recorded at a PC meeting.
    - Cllr G Smith reported that the British Heart Foundation bench was due to be delivered. Glynn Allcock had agreed to install the bench free of charge. The British Heart Foundation have agreed to pay the full amount for the bench and to pay for any ongoing maintenance.
    - The RFO reported that he had not received a reply from Muddy Spades, (grass cutting contractor) regarding a billing error and overpayment. Cllr P Rawlins was to be asked to contact Muddy Spades to resolve this issue.
    - It was noted that Mow Pro had cleared the leaves from the cemetery.

- The RFO offered to take care of the Section 137 grant applications as this was an area which Glynn Allcock used to deal with. The committee agreed that the RFO should deal with the Section 137 grant applications.

The meeting closed at 6.26pm.