



# MINUTES

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**Committee:** Finance and Policy Committee  
**Date:** Tuesday 17 November 2025  
**Time:** 10.00am  
**Venue:** Parish Council Office

## Present

Cllr Jan Evans (Chairman)  
Cllr Catherine Fileman-Wright  
Cllr Vivienne Hodges

## Also Present

Samantha Parkin (Clerk)

## 38/2025 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bridger.

## 39/2025 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensations were received.

## 40/2025 MINUTES

It was proposed by Cllr Fileman-Wright, seconded by Cllr Hodges, and **resolved** to **accept** and sign the minutes of the meeting held on 19<sup>th</sup> August 2025 as a correct record.

## 41/2025 STANDING ITEM – CLIMATE AND ECOLOGY EMERGENCY:

The committee noted the Council's commitment to embed the Climate and Ecology Emergency Declaration across all activities, ensuring environmental impacts are considered in a fully integrated approach to climate change mitigation.

## 42/2025 Q2 BUDGET REPORT

The committee noted the Q2 budget report.

## 43/2025 BUDGET AND PRECEPT

A draft budget and report prepared by the Clerk had been circulated with the agenda. Cllr Evans noted the clerk had prepared two draft budgets for 2026/27: a standard version reflecting inflationary increases, and an enhanced version introducing two new headings—Toilets (in preparation for a potential asset transfer) and Highways (to support the possible purchase of vehicle activated signs). Both additions would be subject to public consultation.

In response to a query from Cllr Fileman-Wright, the Clerk confirmed that the council holds £46,527 in earmarked reserves for 2025/26. While the council's savings accounts total £78,000, this figure includes funds allocated for the remainder of the financial year and is not equivalent to the reserves.

The committee noted that the lengthsman budget was underspent, with only one payment made to cover the final invoice for 2024/25. Although funds had been set aside for volunteer equipment, no volunteers came forward. The committee agreed to remove this heading from the budget.

It was noted that Moretonhampstead's Band D council tax rate remains below the Teignbridge average of £116.41. Cllr Fileman-Wright highlighted that parish councils are currently not subject to a precept cap, unlike principal authorities such as DCC, TDC, and Devon and Somerset Fire and Rescue Service, which are capped at 5%. The committee acknowledged that a cap could be introduced in future.

Cllr Evans proposed increasing the staffing budget to support the Clerk with the anticipated workload from the potential toilet transfer. The committee agreed this was not required for the current budget but should be reconsidered for 2027/28, subject to recommendations from the Staffing Committee. Cllr Fileman-Wright added that negotiations with TDC would include a request for 6–12 months of running costs, which could support future staffing needs.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Hodges, and **resolved** to recommend to the full council to **agree** the draft budget and precept request for 2026/7 attached at appendix 1 to the full council.

#### **44/2025 RESERVES POLICY**

The Reserves policy reviewed by the Clerk had been circulated with the agenda.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Hodges, and **resolved** to recommend to the full council to **approve** the Reserves policy.

#### **45/2025 EMPLOYER DISCRETIONS POLICY**

The Employer Discretions policy reviewed by the Clerk had been circulated with the agenda. Cllr Fileman-Wright queried the council's position on flexible retirement, noting that larger public sector bodies often offer it from age 55. Cllr Hodges responded that such provisions could be financially challenging for smaller councils. The committee noted the policy is reviewed bi-annually and may be reconsidered in future.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Hodges, and **resolved** to recommend to the full council to **approve** the Employers Discretion policy.

#### **46/2025 WELCOME PACK**

The Welcome Pack reviewed by the Clerk had been circulated with the agenda. Cllr Fileman-Wright proposed several amendments to the welcome pack: updating the name of Hippo to Hippo Dartmoor; noting that the Twinning Association AGM is on Friday and she will provide contact details to the Clerk; suggesting that Moretonhampstead Development Trust be listed instead of Green Hill Arts, as it encompasses both the gallery and Wellmoor; and adding NEDCare, which was missing from the current version.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Hodges, and **resolved** to recommend to the full council to **approve** the Welcome Pack with amendments.

The Chairman closed the meeting at 10.40am.

MPC Finance and Policy Minutes 17.11.2025 Attachment no.1 –Draft Budget 2026/27

RECEIPTS	Code	Budget 2022/23	Actual	Budget 2023/24	Actual	Budget 2024/25	Actual	Budget 2025/26	Actual Q2	Forecast	Budget 2026/27
Precept	IN1	£ 42,820.00	£ 42,820.00	£ 42,030.00	£ 42,030.00	£ 55,270.00	£ 55,270.00	£ 55,940.00	£ 55,940.00	£ 55,940.00	£ 70,102.00
Allotments	IN2	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 676.50
Interest	IN3	£ -	£ 86.08	£ -	£ 623.52	£ -	£ 727.19	£ -	£ 268.48	£ 400.00	£ -
Grants	IN4	£ -	£ 2,080.00	£ -	£ 2,000.00	£ -	£ 3,000.00	£ 1,000.00	£ 16,340.00	£ 16,340.00	£ -
Open spaces	IN5	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other income	IN7	£ -	£ 110.00	£ -	£ 149.05	£ -	£ 482.01	£ -	£ 442.70	£ 442.70	£ -
Cemetery income	INCEM	£ 6,000.00	£ 6,703.00	£ 6,000.00	£ 7,969.00	£ 6,000.00	£ 17,288.00	£ 6,000.00	£ 1,434.00	£ 2,000.00	£ 6,000.00
VAT	VAT	£ -	£ 2,050.46	£ 2,750.00	£ 3,550.32	£ 3,000.00	£ 3,042.32	£ 3,000.00	£ 4,273.44	£ 4,273.44	£ 3,000.00
Jubilee	IN8	£ -	£ 7,748.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
XMAS	XMAS	£ -	£ 86.50	£ -	£ 2,137.50	£ 1,750.00	£ 130.00	£ 150.00	£ 100.00	£ 130.00	£ 150.00
Total Receipts		£ 49,480.00	£ 62,344.04	£ 51,440.00	£ 59,119.39	£ 66,680.00	£ 80,599.52	£ 66,750.00	£ 79,458.62	£ 80,186.14	£ 79,928.50
PAYMENTS											
Staffing	EX1	£ 18,000.00	£ 18,501.15	£ 20,000.00	£ 21,353.43	£ 22,000.00	£ 22,301.49	£ 25,000.00	£ 14,111.03	£ 28,222.00	£ 29,350.00
Rent	EX2	£ 4,400.00	£ 4,489.82	£ 5,000.00	£ 4,553.76	£ 5,200.00	£ 4,553.76	£ 5,700.00	£ 2,342.70	£ 4,685.40	£ 5,000.00
Phone & broadband	EX3	£ 400.00	£ 303.18	£ 400.00	£ 395.57	£ 420.00	£ 453.77	£ 470.00	£ 282.79	£ 700.00	£ 720.00
Office costs	EX4	£ 400.00	£ 601.87	£ 400.00	£ 496.97	£ 400.00	£ 532.88	£ 1,400.00	£ 1,798.91	£ 1,900.00	£ 1,000.00
Room hire	EX5	£ 280.00	£ 255.95	£ 280.00	£ 195.00	£ 250.00	£ 225.00	£ 250.00	£ 90.00	£ 210.00	£ 250.00
Open spaces	EX6	£ 10,000.00	£ 8,336.61	£ 10,000.00	£ 12,763.18	£ 10,000.00	£ 21,345.64	£ 11,000.00	£ 7,180.10	£ 12,000.00	£ 12,000.00
Allotments	EXA1	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 676.50
Bank charges	EX7	£ 100.00	£ 99.65	£ 100.00	£ 103.75	£ 100.00	£ 103.67	£ 120.00	£ 56.44	£ 140.00	£ 70.00
Professional fees	EX8	£ 1,400.00	£ 1,398.20	£ 1,500.00	£ 1,700.13	£ 1,600.00	£ 1,799.32	£ 1,600.00	£ 1,162.13	£ 1,500.00	£ 1,600.00
Insurance	EX9	£ 900.00	£ 764.62	£ 850.00	£ 799.67	£ 850.00	£ 808.21	£ 850.00	£ 953.32	£ 953.32	£ 1,000.00
Website maintenance	EX10	£ 250.00	£ 102.00	£ 150.00	£ 100.80	£ 200.00	£ 214.80	£ 200.00	£ 99.99	£ 484.99	£ 462.00
Training	EX11	£ 1,300.00	£ 812.00	£ 1,000.00	£ 778.38	£ 500.00	£ 117.90	£ 500.00	£ 104.10	£ 200.00	£ 500.00
Election costs	EX12	£ 300.00	£ -	£ 300.00	£ 1,688.64	£ 400.00	£ -	£ 400.00	£ -	£ 400.00	£ 400.00
Chairman's allowance	EX13	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ -	£ 100.00	£ 100.00
Grants given	EX14	£ 2,000.00	£ 2,100.00	£ 2,000.00	£ 1,500.00	£ 2,000.00	£ 11,709.41	£ 2,000.00	£ 1,300.00	£ 2,000.00	£ 2,000.00
Lengthsman	EX15	£ -	£ -	£ -	£ -	£ -	£ 10,020.00	£ 2,500.00	£ 845.00	£ 845.00	£ -
Cemetery maintenance	EXCEM1	£ 4,700.00	£ 10,230.60	£ 4,700.00	£ 8,228.57	£ 7,000.00	£ 4,558.98	£ 8,000.00	£ 5,756.80	£ 10,800.00	£ 10,800.00
Interments	EXCEM2	£ 3,000.00	£ 4,140.48	£ 3,000.00	£ 5,495.00	£ 3,000.00	£ 4,726.00	£ 3,000.00	£ 850.00	£ 2,000.00	£ 3,000.00
Christmas	XMAS	£ 500.00	£ 1,437.69	£ 500.00	£ 1,890.08	£ 2,000.00	£ 1,122.91	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00
Toilets											£ 7,500.00
Highways											£ 2,500.00
One off events (VE Day)	VE	£ 1,450.00	£ 8,812.35	£ 500.00	£ 925.66	£ -	£ -	£ 2,000.00	£ 2,731.59	£ 2,731.59	£ -
Total Payments		£ 49,480.00	£ 62,486.17	£ 51,440.00	£ 63,068.59	£ 66,680.00	£ 84,693.74	£ 66,750.00	£ 40,324.90	£ 71,532.30	£ 79,928.50