



DURRINGTON TOWN COUNCIL

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MEETING OF THE FINANCE AND HR COMMITTEE

Held on 14th October 2025 at 6.00 pm in the Robinson Room, Village Hall

Attendance:

Cllr Smith (Chair)

Cllr Galan-Bamfield (Vice Chair)

Cllr Rennie

Cllr Paul

Cllr Mabb

Clerk – Jo Tudor

DTC Chairman, Cllr Wright, was also present.

FHR 35.25: Apologies

The Chair sent apologies for her late arrival and requested that the Vice Chair take the meeting until she arrived.

FHR 36.25: Approval of Minutes of the Previous Meeting

The minutes of the meeting held on 2nd September were approved and signed later by the Chair.

FHR 37.25: Declarations of Interest

There were no declarations of interest.

FHR 38.25: Matters Arising from Previous Minutes

There were no matters arising.

FHR 39.25: Review of the Budget 2025/26 and Note the Result of the Internal Interim Audit

Durrington Town Council – Finance and HR Committee Meeting on Tuesday 14th October 2025. Minutes approved as a true and accurate record and signed as so by the Committee Chair presiding.

Signed Date.....

The Committee reviewed the budget and raised queries on several items, including clarification of the Terms of Reference and their location on the website.

The Clerk explained the budget and purchasing procedures in place and confirmed these had been approved by the internal auditor. It was agreed that the Clerk would review the website to ensure that out-of-date documents are removed.

The internal auditor's report confirmed sound internal controls and made no recommendations.

The new Financial Regulations require greater transparency on the website, which the Clerk will arrange.

FHR 40.25: Consider the Draft Budget for 2026/27

The Clerk presented the draft budget, which used the framework of the current year's budget with a 4% increase on all items. The budget was then considered line by line and adjusted in accordance with current spending trends and income received.

The draft budget includes a Public Works Loan for the pump track, with repayments for a £100,000 loan over a period of eight years.

Requests from the Facilities and Amenities Committee were incorporated.

Cllr Smith arrived at this point and chaired the remainder of the meeting.

The 2026/27 draft budget projects income from all sources at approximately £451,600 and planned expenditure of £537,757, resulting in a deficit of £86,000.

The Clerk explained that the Council has earmarked reserves of approximately £200,000 and can consider using these to meet the deficit.

The Vice Chair noted an anticipated underspend this year of around £20,000 and expressed concern about the rising costs, suggesting that the Committee should aim not to raise the precept if possible.

The Committee reviewed the earmarked reserves and agreed in principle to use the following amounts from their reserves:

- Staffing: £7,000
- Roof: £20,000
- Skatepark: £25,000
- Playpark: £10,000
- Contractor Fund: £9,822
- CIL: £4,500

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- River Park budget: £5,000 (to be removed from expenditure)

Total use of earmarked reserves and savings: £80,000.

The Committee agreed that the pump track should be a priority for next year's budget.
The Clerk will amend the draft budget accordingly.

FHR 41.25: Finance for the Pump Track

The Committee considered the Public Works Loan repayments for the £100,000 loan over eight years, which will cost approximately £15,000 per year.

The draft budget includes an expected income of £25,000 from grants, which the Clerk will need to source if all projects are to proceed.

The Committee agreed that the pump track will take priority for 2026/27, and other projects will be postponed if grant funding is not available.

FHR 42.25: Review of the Appraisal Policy and Training and Development Policy

No changes were made to the current Appraisal Policy.

FHR 43.25: Confidential Business

The meeting moved into confidential session.

Staffing matters were discussed. It was agreed to increase the Deputy Clerk's hours for a period of one year to determine whether the increase should be made permanent.

Three job descriptions for the Clerk, Deputy Clerk and Facilities Supervisor were updated and agreed.

The staffing structure was reviewed, and HR training was discussed.

Out-of-hours work was also discussed, and the Committee confirmed that it does not expect staff to work weekends.

FHR 44.25: Date of Next Meeting

Tuesday, 11th November 2025.

Signed: _____ **Chair**

Date: _____

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Signed Date.....