



Mrs J Nolan  
Clerk to the Council

The Parish Council Community Centre  
Bell Lane, Ackworth  
Pontefract, WF7 7JH

Tel: 01977 611583

E-mail: [clerk@ackworthparishcouncil.gov.uk](mailto:clerk@ackworthparishcouncil.gov.uk)

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## Minutes of Finance & General Purposes Committee held on Monday 23<sup>rd</sup> June 2025 @ 7.15PM

### Attendance

Cllr Sarah Balfour – Chair  
Cllr Suzy Sherratt  
Cllr Martin Roberts

Clerk J Nolan

0 Members of the Public Present

<b>1. To elect a Chair of this Committee</b>
<b>1.1</b> Cllr Balfour was nominated by Cllr Roberts and seconded by Cllr S Sherratt. All in Favour  It was <b>RESOLVED</b> that Cllr Balfour was <b>ELECTED</b> as Chair of this committee under the Council's delegated authority
<b>2. To elect a Vice Chair of this Committee</b>
<b>2.2</b> Cllr Hall was nominated by Cllr Roberts and seconded by Cllr S Sherratt. All in Favour  It was <b>RESOLVED</b> that Cllr Hall was <b>ELECTED</b> as Vice Chair of this committee under the Council's delegated authority
<b>3. Apologies</b>
<b>3.1</b> To receive apologies for absence given in advance of the meeting <b>3.2</b> To consider the approval of reasons given for absence
<b>3.1</b> Apologies were <b>RECEIVED</b> in respect of Cllrs Hall, Bell & Maiden. <b>3.2</b> The committee had considered and <b>APPROVED</b> the reason given by Cllrs Hall, Bell & Maiden
<b>4. Declarations of Interests and Dispensations</b>
<b>4.1</b> To receive any declarations of interest not already declared under the Council's Code of conduct or a member's Register of Disclosable Pecuniary Interests on items on the agenda <b>4.2</b> To receive, consider and decide upon any written applications for dispensation for disclosable pecuniary interest <b>4.3</b> To grant any requests for dispensation as appropriate
<b>4.1/4.2/4.3</b> None to <b>RECEIVE</b>

<b>5. To note the minutes for the Finance and General Purposes Committee meeting held on 24<sup>th</sup> March 2025</b>									
<b>5.1</b> The minutes had previously been circulated. The committee <b>NOTED</b> the meeting minutes									
<b>6. To receive information on the following ongoing matters arising – Clerks Update</b>									
<b>6.1</b> John Gullys Grave									
<b>6.1</b> The committee <b>RECEIVED</b> the update that all action on the Parish Council’s part had been taken in progressing this matter									
<b>7. Financial Matters</b>									
<b>7.1</b> To receive the internal checks and reconciliation for Q4 Jan – Mar 25 <b>7.2</b> To receive year end reports and close-down of the 24/25 financial year <b>7.3</b> To receive a budget report for the 25/26 financial year to date <b>7.4</b> To receive an investment and loan summary report <b>7.5</b> To receive updated fees for grave digging									
<b>7.1</b> The committee <b>RECEIVED</b> the internal checks and reconciliation for Q4 Jan – Mar 25 <b>7.2</b> The committee <b>RECEIVED</b> the year end reports and close-down which stated a variance in the 24/25 budget of -£60. Thanks were <b>NOTED</b> to Staff and Councillors for their stringent management of the 24/25 budget <b>7.3</b> The committee <b>RECEIVED</b> a budget report for Q1 Apr – Jun 25 which showed no over expenditure at this point. The Clerk did advise that budget lines foreseen to become overspent would be van and employee budgets due to the employee road traffic accident on the 30 <sup>th</sup> April 2025									
<b>8. To receive a quarterly report of complaints received and freedom of information requests made for April to June 25.</b>									
<b>8.1</b> The committee <b>RECEIVED</b> the following report: Current: 0 live FOI request & 0 live complaints  History: (Recorded from 15th May 2023) <table><tr><td><b>Request Type:</b></td><td><b>Complaint:</b></td><td><b>FOI:</b></td></tr><tr><td>Within the last 6 months (2025 YTD)</td><td>1</td><td>3</td></tr><tr><td>Over 6 months ago</td><td>13</td><td>21</td></tr></table>	<b>Request Type:</b>	<b>Complaint:</b>	<b>FOI:</b>	Within the last 6 months (2025 YTD)	1	3	Over 6 months ago	13	21
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Within the last 6 months (2025 YTD)	1	3							
Over 6 months ago	13	21							
<b>9. Village Events &amp; Communications Subcommittee</b>									
<b>9.1</b> To receive the minutes of the Village Events & Communications Subcommittee meeting held on 6 <sup>th</sup> May 2025 and approve the recommendations within this committee’s remit <b>9.2</b> To receive the minutes of the Village Events & Communications Subcommittee meeting held on 10 <sup>th</sup> June 2025 and approve the recommendations within this committee’s remit <b>9.3</b> To consider convening an extra ordinary meeting of the Village Events & Communications Subcommittee on 1 July 2025.  The minutes had previously been circulated									
<b>9.1</b> The committee <b>RECEIVED</b> and <b>APPROVED</b> within its remit <b>9.2</b> The committee <b>RECEIVED</b> and <b>APPROVED</b> within its remit <b>9.3</b> The committee <b>APPROVED</b> an extra-ordinary meeting to be called in July but not on the 1 <sup>st</sup> . It was agreed the Clerk would offer further dates and summon the Cllrs to the meeting									
<b>10. Annual Membership Review of the Village Events &amp; Communications Subcommittee</b>									
<b>10.1</b> To elect 6 members to the Village Events & Communications Subcommittee <b>10.2</b> To elect a Chair and Vice Chair of the Village Events & Communications Subcommittee									
<b>10.1</b> The following Cllrs were <b>ELECTED</b> to the Community Centres Working Group – Cllrs Roberts, A Sherratt, Bland, Balfour, Maiden and S Sherratt.									

10.2 It was <b>RESOLVED</b> that the appointment of the Chair and Vice Chair was delegated to the first meeting of the subcommittee under this committee's authority
<b>11. TO CONSIDER FOR APPROVAL THAT THE PRESS AND THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED ON THE FOLLOWING AGENDA ITEMS. PUBLIC BODIES (ADMISSION TO MEETING ACT 1960)</b>
11.1 It was <b>AGREED</b> to move to the private section of the meeting.
<b>12. To receive a supplier quotation to replace the office computers no longer compatible with required windows operating platforms as of October 2025 and make recommendation to council.</b>
12.1 It was <b>RECOMMENDED</b> that the quote from Pro-Logic of £3,852.97 exc VAT is <b>APPROVED</b> to replace/upgrade all office IT equipment to ensure complaint post October 2025
<b>13. To receive quotations for remedial works required following the tree survey and make recommendation to Council</b>
13.1 It was <b>RECOMMENDED</b> that the quote from S&D Landscapes of £2,575.00 exc VAT is <b>APPROVED</b>

Time Closed: 20:15