



# **Ansdell & Fairhaven Parish Council**

## **MEETING OF THE FINANCE COMMITTEE**

**Minutes of a Meeting held at Ansdell Library, 59 Commonside, Ansdell,  
Lytham St Anne's, Lancashire on Thursday 13<sup>th</sup> August 2026 at 6pm.**

Committee Members Present: Councillor D Perkins in the Chair  
Councillors J Frith-Williams, M Morris, P Wilkinson

In Attendance: Councillors P Spilsbury, E Taylor, D Wilkinson  
Daniel Guise, Clerk & RFO

### **F1. Apologies for Absence**

There were no apologies.

### **F2. Declarations of Interest**

No interests were declared.

### **F3. Minutes of the Last Meeting**

Cllr P Wilkinson proposed that the minutes be approved. Cllr Frith-Williams seconded the proposal.

**RESOLVED:** that the minutes of the meeting held on 16<sup>th</sup> February 2026 be approved as a correct record and signed by the Chair.

### **F4. Review of Terms of Reference**

The Committee considered a report concerning proposed changes to the committee's terms of reference.

It was proposed that 5 ordinary meetings per year could be adequate: four for the quarterly tasks, in July, October, January, and April, plus a November budget meeting.

The Clerk noted that consideration of the quarterly accounts and comparison to budget had been included on the meeting's agenda, because the Finance Committee seemed the natural forum for it. However, this function was not officially in the Terms of Reference.

The Committee considered the option of making the formation of a Reserves Policy and an Asset Management Policy a fully delegated matter for the committee. However, it was agreed that the committee should only have the ability to advise the Full Council in these areas.

RESOLVED: that the Committee recommend to the Council the following changes to its terms of reference:

- i) The committee will meet at least 5 times per year: For the quarterly tasks in July, October, January and April, plus a November budget meeting;
- ii) The committee will consider the quarterly accounts and comparison to budget, in accordance with Financial Regulation 4.10;
- iii) The committee will oversee the Council's Asset Register and may make recommendations to the Council regarding asset acquisition, disposal, maintenance and replacement; and
- iv) The committee may make recommendations to the Council regarding a Reserves Policy.

## **F5. Quarterly Accounts to End June 2026**

The Committee considered the quarterly accounts to the end of June 2026. The Clerk noted that the Parish Council was projected to collect more in Precept and other income than it was projected to spend, which would be discussed more fully under the "Reserves Policy" item later in the agenda.

RESOLVED: that the quarterly accounts to end June 2026 be noted.

## **F6. Quarterly Bank Reconciliation – End June 2026**

Cllr Morris verified and signed the quarterly bank reconciliation document, in accordance with Financial Regulation 2.6.

## **F7. Reserves Policy**

The Committee considered a report regarding a Reserves Policy for the Council. The report stated that there were essentially three decisions to make, when formulating such a policy:

- 1. What figure should currently be taken as the Council's annual expenditure?*
- 2. What percentage of that figure should the Council aim to hold in general reserves?*
- 3. Assuming there is a current surplus over and above that, on what timescale should the Council seek to reduce the surplus?*

Cllr P Wilkinson noted that it was relatively easy to decide points 2 and 3, but that point 1 was difficult as there was no consistent history to work from. Cllr Perkins commented that he would discount the previous year's figures, as the unique circumstances of that year meant they would bear no relation to expenditure in the future. (Because, it had been the very first year of operation, and the council ran for a long portion of the year with no paid Clerk). Cllr Perkins suggested that the best estimate of the current financial year's figures should be the basis to work on, until more data is available.

Cllr Frith-Williams advised that she considered it inappropriate to attempt to write a policy in committee, and she would expect to see a draft of the document itself presented first.

Cllr Perkins proposed that the draft Reserves Policy should recognise that an objective of 50% general reserves (as a percentage of annual expenditure) would, in the long run, be appropriate to a parish the size of Ansdell & Fairhaven. However, given the unusual degree of uncertainty facing the council in its earliest years, the policy should also aim to maintain 100% general reserves for now. He further proposed that the Council should seek to reduce its surplus above this level over a period of 5 to 7 years.

**RESOLVED:** that the committee recommend to the Council the following components of a draft Reserves Policy:

- i) recognition that an objective of 50% general reserves (as a percentage of annual

expenditure) would be appropriate in the long run;

ii) an objective to maintain 100% general reserves (as a percentage of annual expenditure) at this time;

iii) an objective to reduce the council's surplus above the 100% level over a period of 5 to 7 years; and

iv) the best estimate of the current year's spending should be the measure of annual expenditure, until better data is available.

## **F8. Funding for Christmas Lights & Switch-On**

Cllr Perkins began by asking what condition the existing lights were in. Cllr P Wilkinson confirmed that they were all in a poor state. Cllr Perkins advised that, from a simple Google search, it appeared that replacements could be in the region of £500 or £600 per feature. It was noted that there was provision in the budget of £10,000 for "materials/repairs/enhancements" which could be drawn on, plus the money available for the Christmas event specifically.

Cllr P Wilkinson proposed that the Clerk write to Andrew Snowdon MP concerning the level of grant funding from Fylde Borough Council, which was expected to be approximately £3,000 in 2026-27, as this would be low in comparison to neighbouring parishes.

Cllr Perkins reported that he had consulted a local business about the provision of selection boxes, and the price for 416 boxes would be £600. Cllr D Wilkinson noted that, the previous year, a sponsor had been found for the Christmas tree. Cllr Morris noted that there were some new businesses in the area, and Cllr D Wilkinson advised that she would approach them.

**RESOLVED:** that the Clerk write to Andrew Snowdon MP to raise the issue of the limited grant provided to Ansdell & Fairhaven for Christmas lights, in comparison with similar parishes in Fylde, and that a copy be sent to County Cllr John Singleton and the Chair of the Parish Council.

The Committee set the date for its next meeting as Thursday 8<sup>th</sup> October at 7pm.

**The meeting finished at 6:40pm.**