

## Extraordinary Finance Committee Meeting Minutes

**Attendee:**

Cllr. R Hunt, Cllr. C Volrath,  
Cllr. K Reid , Clerk J Chen

**Absent:**

None

**Meeting Started on:** December 16th,2025 07:30PM

**Meeting Ended on:** December 16th,2025 08:08PM

**Held on/at:** Zoom Meeting

<https://zoom.us/j/99888251048?pwd=I4LW6knIzrVdmisPaBhnhI9bWFbKl4.1>

**Meeting Chaired by:** Cllr. K Reid

### 1. Welcome and introduction

Cllr. K Reid welcomed all attended the meeting

### 2. To accept apologies for absence

None

### 3. To receive Declarations of personal and prejudicial Interest under the Council's Code of Conduct

None

### 4. To agree costs to use Parish Online Websites to set up and maintain our new website under the gov.uk domain.

Cllr. Hunt proposed to discuss it under section II due to sensitive nature, seconded by Cllr. Volrath. It is resolved to agree to discuss this item under section II. in accordance with Financial Regulations 5.17 and standing orders 2025 version.

The Committee members entered Section II discussion.

Section II ended at 7:57pm.

It was resolved that the committee appoint Cllr. Volrath to liaise Aubergine to set up the gov.uk website, this matter falling under the spending remit of the Finance Committee due to the emergency in accordance with Financial Regulations 5.17 and standing orders 2025.

### 5. To consider the cost to verify our new Facebook page

It was agreed that the council should obtain a verified council Facebook Page at no cost to improve public access to council latest meeting and information, and Finance Committee will bring this topic in next council meeting for approval.

**6. Purchase of Microsoft Office Suite**

Clerk and Cllr. Volrath and Cllr. Hunt have tried every possible way to make it work, unfortunately the standard/Commercial Microsoft 365 package wouldn't work with gov.uk domain. It was agreed to bring this matter to the next council meeting for further discussion and possible solution.

Minutes taken by  
Joan Chen – Clerk to the Council

Approved by.....

Chair Kathryn Reid on behalf of the Finance Committee

Approved Date:.....

