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Description automatically generated **HIGHLEY PARISH COUNCIL**

Severn Centre, Bridgnorth Road, Highley, Nr. Bridgnorth WV16 6JG

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An ordinary meeting of the Revenue & Resources Committee was held on Tuesday 8th July 2025 at 6.30pm.

**Present:** Councillors A. Edwards (Chair) P. Vinall, J. Marshall.

**Clerk:** Alison Palmer

**01.Apologies for Absence**

Councillor T. Quinn, D. Thakrar, H. Hancox.

It was **RESOLVED to ACCEPT** these apologies.

**02. Declaration of Interest**

There were no declarations declared.

**03. Parishioners Question Time**

There were no members of the public in attendance.

**04. Minutes**

It was **RESOLVED to ACCEPT** the minutes of the Revenue & Resources Committee Meeting dated Wednesday 27th November 2024.

**05. To review spending and the first quarterly accounts against budget.**

Members are requested to attend quarterly meetings analysing expenditure over the financial year in preparation for the budget creation in November.

It was requested to explore the projected column for Q2 meeting.

It was **RESOLVED to APPROVE** all accounts at this stage.

**06. To check bank statements against reconciliations.**

Members are requested to check bank statements against reconciliations for the months of April, May and June 2025. It was suggested to investigate Scribe software transfer from Rialtas

Two councillors to approve the bank recs each month from new financial year 2026-27 once trained through the quarterly meetings.

It was **RESOLVED to ACCEPT** all bank reconciliations as a true record.

**07. To check VAT claim.**

Members are requested to check the VAT claim. It was **RESOLVED to ACCEPT** this record as accurate.

**08. Next Meeting**It was agreed to next meet on Tuesday 14th October 2025

Signed: dated:

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