

# **Personnel and Administrative Sub-Committee Meeting at 20:00 on Wednesday 25 March 2026 held online via Teams.**

Present:       A Woollard               Chairperson  
              N Spencer  
              J French  
              K French  
  
              S Lemmon            Town Clerk

No apologies were received.

**The Committee confirmed the following points;**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



## **Annual/Specific Grants;**

Payment of insurance, rates etc as well as annual/specific grants are routinely paid at the April main meeting.

Concern had been raised in relation to the payments of the Christmas Lights Grant and the Summer Festival Grant respectively.

a) Christmas Lights;

Clearly, there is £20,000 in the budget for Christmas Lights, the accounts were ratified in January.

However, there is *still* no formally separately-constituted independent Christmas Light committee as we head into April...

As such, the £20,000 cannot be paid at this stage.

In any event, in accordance with Policy, the new Christmas Lights committee would have to submit an application for a specific/annual grant, together with supporting documentation.

The Clerk advised that in spite of numerous requests, she had not been provided with confirmation of the balance in the “Friends of March Christmas Lights” bank account, nor had she received the £3,000 that had been paid into that account from Persimmon Homes which was for the purpose of purchasing a Christmas Tree [which March Town Council had paid for].

Accordingly, the £20,000 allocation for Christmas Lights will remain in the Town Council’s main account until such time as a new committee is formed and submitted an application for a grant, as outlined above.

b) March Summer Festival;

MSF had submitted an application for funding last year and there is £12,500 in the budget ear-marked for this event.

Given the difficulties with securing a license from FDC for the event last year (it was granted only a few days before the event) and it being far from certain that license would be granted this year (particularly in light of the many complaints received following last years’ event), councillors discussed deferring payment of the Summer Festival grant until it was clear whether a licence would be granted by FDC.

It was understood that an EMP had been submitted to FDC.

However, it was decided that payment would have to be made in April in common with all other similar grants, but on the understanding that it would have to be returned in full by the Committee if a licence was not granted.

An undertaking would be required that the £12,500 would be returned forthwith if a license was not granted and the event could not go ahead, even if the funds had been expended.

**Mayor/Deputy Mayor Nominations;**

These would take place at the main meeting on 13 April 2026.

**Mayor's Charity Account;**

It was agreed that a sum should remain in the account at the end of the Mayoral term to cover the monthly bank charge of £4.25.

The Mayor is to prepare his full breakdown of spending for the Clerk to demonstrate to the internal auditors that the allowance has been spent (or not).

The Mayor must make an affirmation in relation to Mayoral allowances at the meeting on 27 April.

The Clerk needs all monies/accounts square to be able to prepare the year-end accounts.

*It was agreed that Councillor Woollard, should report to the Main March Town Council Meeting of 13 April 2026 in order to note the above recommendations and all findings of this Sub-Committee.*

There being no further business, the meeting closed at 20:55

Councillor A Woollard..... 13 April 2026  
Mayor of March