Minutes of the Meeting of the Finance & Resources Committee held at the Parish Office on Tuesday 28th July 2026

Present:

Cathy Robinson (CR) - **CHAIR**	P	Martin Keyte (MK)	NP
Francesca Maritan-Hawkins (FMH)	P	Les Orvis (LO)	P

Present (P) Not Present (NP) Part Present (PP)

Also Present: Kate Hope, Parish Clerk/RFO (Clerk), Judith Lillis (Finance Officer)
In Attendance: No members of the public (MOPs)

1. Apologies for absence

Apologies were received from MK who was on holiday.

2. Declarations of Interests and Dispensations

No declarations of interest were made nor dispensations given.

3. Public Participation

No members of the public attended this meeting.

4. Minutes of the Previous Meeting

Members reviewed the minutes of the Finance & Resources Committee meeting held on 17th February 2026.

DECISION: RESOLVED to approve the minutes of the Finance & Resources Committee meeting held on 17th February 2025 as a true record of the events that took place.

5. Chair's Report

Nothing to report.

6. 2026-27 Accounts

6.1 The Committee reviewed the Management Accounts for the period ending 30 June 2026 and considered the accompanying Clerk's summary report highlighting the key budget variances. Members noted that the report provided a clear overview of the Council's financial position at the end of Quarter 1 and welcomed the narrative summary to support interpretation of the financial data and provide an audit trail of budget scrutiny.

The Committee noted that **income was approximately £6.438 ahead of budget** (due to higher-than-anticipated income from Lychpit Hall, burial fees and allotment rents) at the end of the first quarter and that **expenditure was £22,012 less than budgeted** (due to the seasonal nature of higher utility bills, and some unspent budgets such as development rebuttal and neighbourhood plan projects) resulting in a favourable financial position at this stage of the year. Members recognised that Quarter 1 figures should be interpreted with some caution as year-end adjustments, accruals and the timing of expenditure can distort early-year comparisons.

Following consideration of the reported variances and current budget performance, the Committee noted the Management Accounts to 30 June 2026.

6.2 The Committee considered a proposed process for member scrutiny of the Council's financial records, developed in response to recommendations from the Internal Auditor. Members reviewed a draft report template designed to guide councillors through the review process and ensure that appropriate checks are undertaken and recorded consistently.

It was agreed that the spot-checking exercise would be undertaken by a single councillor for each review period, with a different member nominated on a rotational basis. While the role would normally be allocated through the Finance Committee, it was noted that any parish councillor could undertake the review and members supported encouraging wider participation from councillors who are not members of the Committee.

DECISION: RESOLVED to appoint LO to scrutinise bank statements for first quarter and conduct suitable spot checks on behalf of the Parish Council.

7. Financial Reporting

The Committee reviewed the range of reports available through the Council's new Scribe financial management system and considered which would best support effective governance, budget monitoring and financial scrutiny. The Clerk explained that a variety of reports had been circulated to demonstrate the system's capabilities but recommended a tiered approach comprising

- **Summary of Receipts & Payments (by Cost Centres Only)** for the quarter
- **Summary of Receipts & Payments (by Cost Codes)** for the quarter
- Detailed **List of Payments & Receipts (by Cost Codes)** for the quarter

Members agreed that this structure provided a clear overview whilst allowing detailed examination of the underlying financial information when necessary.

Other reporting was proposed as follows:

- **Detailed Budget Summary report** to be presented to Full Council each month and uploaded to parish website once approved.
- **Payments over £100 transaction report** to be presented to Full Council each month and uploaded to parish website once approved.
- Future Bank Reconciliation packs (presented to Full Council each month in arrears) to include the **cashbook report** for that period to provide assurance that balances reconcile correctly.
- Facilities Management Committee will review the **Flexed Quarterly Budget Report** (indicating variances to budget) at the end of each quarter.

The Committee discussed the configuration of Community Infrastructure Levy (CIL) reporting within the system and noted that CIL transactions had been incorporated into the earmarked reserves structure to improve reporting clarity and ensure correct year-end accounting treatment.

DECISION: RESOLVED to adopt the proposed reporting arrangements outlined above as the basis for future financial monitoring, whilst recognising that reporting requirements may be refined as experience of the new system develops. The Committee thanked the Clerk/RFO and Finance Officer for their work in implementing and developing the Council's use of the new financial management system.

8. Reserves

The Committee **reviewed the Council's earmarked reserves and considered proposals for allocating the £17,482 surplus from 2025/26**. The Clerk and Finance Officer presented a schedule of allocations based on known future liabilities, asset replacement requirements and expenditure commitments, including provisions for boundary fencing, cemetery drainage, environmental contingencies, community facilities, office equipment, tree management, play areas and the MUGA surface replacement.

Members discussed the Neighbourhood Plan reserve and agreed that, given the reduced likelihood of significant future expenditure, £1,000 of the proposed allocation should instead be transferred to the recreation ground play equipment reserve to support future improvements, including opportunities to enhance accessibility and inclusivity.

Members also agreed that the proposed cemetery drainage reserve should remain under review pending further investigation of the requirement.

DECISION: RESOLVED to approve the proposed allocation of the 2025-26 surplus into earmarked reserves subject to the minor amendments as discussed.

ACTION: Clerk to investigate the need for improvements to Cemetery Drainage and gather three quotes for presentation at a future Facilities Management Meeting to better understand this EMR. The Chair thanked the Clerk and Finance Officer for their detailed review and recommendations.

9. CIL Funding

The Committee received an update on projects funded through CIL monies. Members noted that the £7,500 grant awarded towards the Village Hall flooring project had been released, with works scheduled during the summer holiday period, and that a 50% advance payment had been made to the contractor appointed to deliver the public toilet refurbishment project. An update was also received on the Royal British Legion car park resurfacing project, which had now been completed and funded as agreed. It was noted that a further £5,000 allocation remained available for accessible toilet improvements at the site, although no claim had yet been received, and the Clerk was asked to monitor progress and confirm any applicable timescales relating to the funding offer. The Committee received a brief progress update on the Mikingpen Lane Footpath project and noted that work on a biodiversity audit would follow, with quotations being sought from specialist providers. Members welcomed progress on the various projects and noted the report.

10. Parish and Town Council Remuneration Panel – Members Allowances Report

The Committee considered the report of the Parish and Town Council Remuneration Panel and noted the recommendations regarding the payment of Members' Allowances, including the maximum allowances that could be paid to councillors and the Chairman, together with the provision for travel and subsistence expenses. Members noted that the recommendations had been received after the Council's 2026/27 budget had been approved and that no budget provision currently existed for the payment of allowances. The Committee confirmed that councillors may continue to claim legitimate expenses incurred whilst undertaking Council business, such as travel to training courses and official engagements, in accordance with existing arrangements. Members acknowledged that the Council currently had no elected councillors eligible for allowances and agreed that no changes should be made at this time. It was agreed that the matter should be reconsidered during the 2027/28 budget-setting process so that any potential provision could be considered alongside the wider budget, with a substantive decision on the introduction of allowances to be made at a later date. The Committee noted the report and agreed to keep the matter under review.

11. Date of Next Meeting

The next meeting is scheduled to be held on Tuesday 20th October 2026 at 7.30pm in the Parish Office

MEETING ENDED AT 8.45pm

SIGNED:..... DATED:.....