

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 21st OCTOBER 2025 at 2.05pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Beioley, Oakley, and Woodfine

In attendance: Deputy Clerk/RFO

- FM 01/21.10.25** **APOLOGIES** – Cllr. Roberts
Cllr Gardiner arrived at 2.15pm.
- FM 02/21.10.25** **PUBLIC PARTICIPATION** – None
- FM 03/21.10.25** **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** – there were no
Declarations of Interest.
- FM 04/21.10.25** **MINUTES OF THE PREVIOUS MEETING** – Cllr Beioley proposed, “**acceptance
of the minutes of 9th September 2025.**” This was seconded by Oakley and all
in favour.
- FM 05/21.10.25** **RFO REPORT** – this was sent in advance.
- FM 06/09.09.25** **TO CONSIDER AUDIT CONCLUSION 2024-2025 AND RECOMMENDATIONS**
– as per the RFO report, the conclusion from audit is there are no issues with the
actual accounts; all flagged items relate to administrative or procedural errors,
most of which have already been addressed or will be corrected going forward.
Recommendations included updating Investment Policy, minuting at FC that the
council is not eligible for General Power of Competence, Risk Register, Internal
Control document, IT Policy, Accessibility Statement, officer needs to be a Data
Protection Officer and regular data audits. These are being looked at by RFO
and will be added to Full Council. Cllr. Oakley proposed “**to accept the Audit
Conclusion and recommendations and to take to next Full Council**”. This
was seconded by Cllr Woodfine and all in favour. **Action: Deputy Clerk/Clerk**
- FM 07/21.10.25** **TO CONSIDER INTERNAL AUDIT REPORT AND RECOMMENDATIONS** –
Internal Auditor undertook an internal audit and focused on the development of
the Asset Register along with an overview of the main assertions outlined in the
Practitioners Guide and Transparency Code date which will be in force at the end
of this fiscal year. Cllr Woodfine proposed “**to accept the Internal Audit Report
and Recommendations and to take to next Full Council**”. This was seconded
by Cllr Oakley and all in favour.
- FM 08/21.10.25** **TO APPROVE AND RESOLVE PREVIOUS MONTHS’ BANKING**
a) Authorised Bank Reconciliations and Petty Cash for September were signed
by Cllrs Beioley and Humberstone on the 9th and 10th October. Authorised
All-Bank Reconciliation for September was signed by the Chairman prior to
the meeting. Cllr Oakley proposed “**to formally approve and resolve the
bank reconciliations relating to all accounts**”. This was seconded by Cllr
Beioley and all in favour. **Action: RFO**

b) Authorised Bank Payments were signed by Cllrs Humberstone and Beioley on
9th and 10 October. These are emailed to two authorisers after RFO has
uploaded to bank for payment along with the invoices to confirm payments
are correct. The current authorisers are Cllr Morris-Wyatt and Cllr Gardiner.
The emails stating these have been authorised, are kept in a folder on the
RFO’s computer as per the IA’s recommendation. Cllr Beioley proposed to
“**approve and resolve the authorised bank payments to 30th September**”

2025 and showing a year to date payment of £122,496.47.” This was seconded by Cllr Oakley and all in favour. **Action: RFO**

- c) Income received to 30th September - Cllr Woodfine proposed to **“approve and resolve the year to date income to 30th September 2025 of £122,908.99.”** This was seconded by Cllr Oakley and all in favour.
- d) Current position of Receipts & Payments Forecast for October was discussed. Underspend in salaries due to Assistant Groundsman has left. The vacancy will be advertised in the New Year. Contract Labourer is doing two or three days a week until the end of October. Overspend on Recreation Grounds and Open Spaces is due to the Sanctus invoice but SDC has given £6,500 towards the costs. Cllr Woodfine proposed **“to approve and resolve current position is within forecast.”** This was seconded by Cllr. Oakley and all in favour. **Action: RFO**
- e) Receipts and Payments compared with Flexed Budget for September and Reserves Balance were all noted. Cllrs also questioned the General Fund seems a bit low. For RFO/AMW to meet and look at in closer detail. Cllr Gardiner proposed **“to approve and resolve current position.”** This was seconded by Cllr Woodfine and all in favour. **Action: RFO/AMW**
- f) Lloyds Bank Account as at **30th September 2025**. Cllrs noted the bank balances.

Lloyds Bank - Current Account	£8,052.78
Lloyds Bank - Deposit Account	£135,987.70
A grand total of	£144,040.48
Petty Cash	£90.81
Cambridge & Counties Account	£85,481.84
Hampshire Trust	£20,000.00

FM 09/21.10.25

TO APPROVE RISK REGISTER

Following the recent meeting of the working group, version four of the document was sent out in advance of the meeting for councillors to bring their thoughts back to this meeting. The committee looked at the areas highlighted in red and questioned the thinking behind it. They felt that it was more negative rather than a positive position. It was agreed to lower the likelihood on Strategic and Governance risks from 3 and 4 to 2 and 3 reducing risks from 12 to 8 and 9. Also remove background checks on councillors as there is no formal vetting or safeguarding check Tier 1 setting with vulnerable children or adults. RFO checked with SDC and only higher level. Cllr Gardiner proposed **“to approve the Risk Register after amends and take to next Full Council for consideration”**. This was seconded by Cllr Beioley **Action: RFO**

FM 10/21.10.25

HEALTH AND SAFETY – A&E Fire and Security have been into the Parish Centre and conducted the six monthly smoke alarm test. The boiler inspection is due in December. Cllrs also discussed that they would like a note stating if there had been any accidents in the previous month. **Action: RFO**

FM 11/21.10.25

TO CONSIDER ALLOTMENT SOFTWARE – CHANGING PROVIDER – the Assistant Clerk provided a report in advance regarding her on-going problems with the current provider and the action from the Works Committee requesting that F&M consider purchasing the Scribe allotment software package. The discussion was regarding the financial implications of who could fund the initial

costs and the running costs. Cllr Beioley proposed **“that the Charity would fund the running costs and the Parish would fund the Initial Start up costs”**. This was seconded by Cllr Gardiner with one abstention. For this proposal to go back to the Works Committee **Action: RFO/Clerk**

- FM 12/21.10.25** **POLICIES – IT POLICY** – under the new Assertion 10 Digital and Data Compliance, the Parish Council needs an IT Policy. The Practitioners Guide had a template which has been used to create this policy and has been personalised to reflect the Parish Council’s usage. Cllr Gardiner proposed **“to accept the IT Policy and take it to Full Council for approval.”** This was seconded by Cllr Beioley and all in favour.
- FM 13/21.10.25** **TRAINING – BUDGET AND PRECEPT SETTING** - This training, via webinar, is being offered by SDC on 30th October. After a discussion regarding it being held in the Parish Centre, Cllrs agreed that they would prefer to access it from home. RFO will contact SDC to get details sent to cllrs so they can register their attendance. Cllrs also discussed that a training Register will be needed following the Risk Register Actions. Clerk/Deputy Clerk to ensure that cllrs are informed of all training including new councillor training. **Action: Clerk/Deputy Clerk/RFO**
- FM 14/21.10.25** **TO DISCUSS DRAFT PRECEPT FIGURES for 2025-2026 AND FURTHER TWO YEAR FORECAST** – 2nd draft was sent out in advance of the meeting. Discussion took place regarding salaries and that Local Government Pay Award is normally not decided until nearly six months into the new financial year so it was agreed to model salaries on a 3.5% increase and not £1500 instead. RFO informed the committee that at the recent Works Committee on 15th October that they would like bus shelters, trees and footpaths to be increased which they agreed could be included in the 3rd draft. A long discussion took place regarding Frith Youth Centre. The Committee had received an excellent proposal from them laying out their plans for the future. Cllrs agreed to increase the Parish contribution to £25,000 at this moment in time and discussed other ideas on how to help fund them. Some suggestions were at the next AGM to get FYC to come along and advertise themselves, have a public consultation regarding future funding and explore the possibility of putting an additional £2 charge on Chalfest tickets that would go to FYC from 2027. One of the cllr’s stated that at £18,000 – £28,000 rise on last year’s Precept this would only incur approximately 9p a week rise on a band E. **ACTION: RFO**
- FM 15/21.10.25** **CONFIDENTIAL ITEMS** – there were three confidential items discussed – two regarding staffing and one regarding IT support.
- FM 16/21.10.25** **TO CONSIDER ANY CORRESPONDENCE** – an email has been received from Cllr Trinder resigning from this committee due to work commitments. Cllr Morris-Wyatt had sent his thanks to her for her contribution to this committee. He also welcomed Cllr Woodfine who has joined the committee.
- FM 17/21.10.25** **TO NOTE ANY ITEMS FOR INFORMATON OR REFERRAL ONLY** - None

The date of the next meeting is scheduled for Tuesday 11th November at 2pm. There being no further business the Chair of the Committee closed the meeting at 16.05pm.