

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 13th MAY 2025 at 2pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Lee, Oakley, Roberts and Trinder

In attendance: Deputy Clerk/RFO

- FM 01/13.05.25** **APOLOGIES** – Cllrs. Beioley and Gardiner
ABSENT –
- FM 02/13.05.25** **PUBLIC PARTICIPATION** – None
- FM 03/13.05.25** **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** – there were no Declarations of Interest.
- FM 04/13.05.25** **MINUTES OF THE PREVIOUS MEETING** – Cllr Oakley proposed, “**acceptance of the minutes of 8th April.**” This was seconded by Cllr Trinder with one abstention.
- FM 05/13.05.25** **ELECTION OF CHAIR** - Cllr Trinder proposed Cllr Morris-Wyatt. Cllr. Roberts seconded the proposal. All Agreed. There were no other nominations.
- FM 06/13.05.25** **ELECTION OF VICE CHAIR** - Cllr Trinder proposed Cllr Gardiner. Cllr. Oakley seconded the proposal. All Agreed. There were no other nominations.
- FM 07/13.05.25** **RFO REPORT** – this was sent in advance and relates to agenda items.
- FM 08/13.05.25** **TO NOTE PREVIOUS MONTHS’ BANKING**
- a) Authorised Bank Reconciliations and Petty Cash for April were noted and were signed by Cllrs Beioley and Trinder. Authorised All-Bank Reconciliation for April will be signed by the Chairman after the meeting.
 - b) Authorised Bank Payments were noted and signed by Cllrs Morris-Wyatt and Trinder. 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. **Action: RFO**
 - c) Income received to 7th May were noted.
 - d) Current position of Receipts & Payments Forecast for May, Receipts and Payments compared with Flexed Budget for April and Reserves Balance were all noted. Cllrs would like a yearly estimate for water/drainage. **Action: RFO**
 - e) Lloyds Bank Account as at **30th April 2025**. Cllrs noted the bank balances.

Lloyds Bank - Current Account	£11,857.97
Lloyds Bank - Deposit Account	£3,185.85
Lloyds Bank - Investment Account	£146,843.65
A grand total of	£161,887.47
Cambridge & Counties Account	£87,161.30

Councillors would like the interest from Cambridge & Counties to be transferred monthly into current account if possible. **Action: RFO**

Councillors agreed that both Deposit account and Investment account were not needed so close the Investment account. **Action: RFO**

Councillors also would like confirmed at the next meeting that Lloyds Bank only has £85,000 at any one time. **Action: RFO**

- f) **DIRECT DEBITS FOR NEXT TWO YEARS** – These are variable and need to be noted every two years. Current DD's are BT (internet and wifi), Everflow, (water & waste) and 100 Green (Electricity & gas). Energy generated from solar panels after usage from office is sold back to National Grid. The Generation Team, then use the exported credits to reduce the monthly energy invoice. Cllr Oakley proposed "to accept the current direct debits". This was seconded by Cllr Trinder and all in favour.

FM 09/13.05.25

TO CONSIDER AND APPROVE

- a. End of year/AGAR figures – cllrs noted that fixed assets had not been included in the AGAR figures yet. RFO explained that this is due to some being on Scribe and others in a spreadsheet. IA has suggested that they are transferred from the spreadsheet onto Scribe over the year ready for AGAR 2025-2026. Also would like to see depreciation and work out rebuild costs going forward. Cllr Trinder proposed "**approves AGAR figures and to recommend to FC in June**" This was seconded by Cllr Oakley and all in favour. **Action: RFO**
- b. **INTERNAL AUDITOR VISIT** – report has been received and attached. Overall, Parish Council has fulfilled all its obligations. Cllrs noted the advice to reclaim VAT for Petty Cash where appropriate. This will be an agenda item at the next Full Council meeting in June. **Action: RFO**
- c. **CONTINUATION OF PAUL RUSSELL AS INTERNAL AUDITOR FOR NEXT YEAR** - Cllr Lee proposed "**to approve the continuation of Paul Russell as Internal Auditor**". This was seconded by Cllr Trinder and all in favour.

FM 10/13.05.25

TO CONSIDER AND APPROVE ANY AMENDMENTS TO THE COMMITTEE'S TERMS OF REFERENCE - Cllrs discussed raising the number of councillors on the committee from six to eight. Cllr Trinder proposed "**to accept the TOR with amendments**" This was seconded by Cllr Roberts and all in favour.

FM 11/13.05.25

TO CONSIDER AND APPROVE ANY AMENDMENTS TO STANDING ORDERS AND FINANCIAL REGULATIONS

– the updated model was received in March along with a notes page stating the changes. The draft Financial Regulations was sent out in advance to councillors with tracked changes. Cllrs noted that Cambridge & Counties and Hampshire Banks will need to be added to the Regulations. Cllr Trinder proposed "**to approve the Financial Regulations with the amendments and recommend they be ratified at Full Council**" This was seconded by Cllr Oakley and all in favour. **Action: RFO**

Standing Orders model document has only just been received so will need to compare with current document. To bring back to next meeting. **Action: RFO**

FM 12/13.05.25

TO CONSIDER AND APPROVE THE BUSINESS PLAN 2025-2028

– The Working Group considered, updated and amended at a meeting on 7th May and sent out to F&M in advance. The Committee agreed that this will be reviewed on an annual basis to ensure it is in line with the three year forecast of Precept. Councillors were very happy with the document. Cllr Trinder proposed "**to approve the Business Plan and to recommend to Full Council for ratification**". This was seconded by Cllr Morris-Wyatt and all in favour.

FM 13/13.05.25

TO CONSIDER AND AGREE TO ANNUAL MEMBERSHIPS FOR 2025-2026

- a. **GAPTC £1600**– councillors discussed whether the Parish Council/office staff were benefitting from this membership as councillors use NALC and Clerks use SLCC. Councillors asked the RFO to investigate but it was agreed to continue for one more year and to monitor usage and discuss next year.
- b. **Cotswold Canals Trust £50** – this is to support this trust. To continue.
- c. **SLCC - £700** – this is support for the Clerks and is a very useful aid – to continue
- d. **Geosphere (Parish Mapping Online) £150** – again this is a very useful aid to the councillors and clerks – to continue.
- e. **GPFA (Gloucestershire Playing Fields Association) £100** – this is useful for the Groundsmen for training and updates.

Action: RFO

FM 14/13.05.25

TO CONSIDER ANY CORRESPONDANCE – Nothing to report.

FM 15/13.05.25

TO NOTE ANY ITEMS FOR INFORMATION OR REFERRAL ONLY - The Groundsmen have asked for a Henchman ladder. The RFO has asked if this could come out of the Capital cost code rather than the tools cost code? Councillors agreed that this was acceptable.

The date of the next meeting is scheduled for Tuesday 8th July at 2pm. There being no further business the Chair of the Committee closed the meeting at 15.16pm.