

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 12th AUGUST 2025 at 2pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Beioley, Gardiner, Oakley and Roberts

In attendance: Deputy Clerk/RFO

FM 01/12.08.25 **APOLOGIES** – Cllrs. Lee and Trinder
ABSENT –

FM 02/12.08.25 **PUBLIC PARTICIPATION** – None

FM 03/12.08.25 **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** – there were no Declarations of Interest.

FM 04/12.08.25 **MINUTES OF THE PREVIOUS MEETING** – Cllr Oakley proposed, “**acceptance of the minutes of 13th May.**” This was seconded by Cllr Morris-Wyatt with two abstentions.

FM 05/12.08.25 **RFO REPORT** – this was sent in advance and relates to agenda items.

FM 06/13.05.25 **POLICIES**

- a) To consider the updated Risk Management Strategy – this is a new template from SLCC. After a short discussion councillors asked the RFO to check 2.4 Legal (UK & EU) if EU is still applicable and Management is missing. Cllr Gardiner proposed “**to accept the document with amendments and to go to Full Council for ratification at the September meeting**”. This was seconded by Cllr. Beioley and all in favour. **Action: RFO/Clerk**
- b) To consider the Risk Register – Cllr Morris-Wyatt ask councillors for input via email with their recommendations to add to this document for discussion at the next meeting in September. **Action: All**
- c) To approve the annual Health & Safety Statement – Councillors discussed adding volunteers to the document. Cllr Gardiner proposed “**to accept the document with volunteers added and to go to Full Council for ratification at the September meeting**”. This was seconded by Cllr. Oakley and all in favour. **Action: RFO/Clerk**
- d) To approve the annual Investment Policy – councillors discussed and agreed that no amendments were needed. Cllr. Beioley “**to accept the document and to go to Full Council for ratification at the September meeting**”. This was seconded by Cllr Gardiner and all in favour. **Action: RFO/Clerk**

FM 07/12.08.25 **TO APPROVE AND RELEASE OF 2ND QUARTER PAYMENT TO FRITH YOUTH CENTRE** – Treasurer’s Report for 2nd Quarter, Request and Income/Expend to 31.03.25 were sent out in advance. Cllrs noted the reports. Cllr Beioley proposes “**approve release of the 2nd quarter payment to be paid by the end of month**”. This was seconded by Cllr Oakley and all in favour.

FM 08/12.08.25 **TO APPROVE AND RESOLVE PREVIOUS MONTHS’ BANKING**

- a) Authorised Bank Reconciliations and Petty Cash for May, June and July were signed by Cllrs in advance. Authorised All-Bank Reconciliation for May, June and July were 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.

- b) Authorised Bank Payments were signed by Cllrs Beioley, Oakley and Roberts at the meeting. 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 31st July 2025 and showing a year to date payment of £69,568.50."** This was seconded by Cllr Roberts and all in favour. **Action: RFO**
- c) Income received to 31st July - Cllr Beioley proposed to **"approve and resolve the year to date income to 31st July 2025 of £117,965.35."** This was seconded by Cllr Roberts and all in favour.
- d) Current position of Receipts & Payments Forecast for August, Receipts and Payments compared with Flexed Budget for July and Reserves Balance were all noted. Cllr Beioley proposed **"to approve and resolve current position is withing forecast."** This was seconded by Cllr Gardiner and all in favour. **Action: RFO**
- e) Lloyds Bank Account as at **30th May 2025**. Cllrs noted the bank balances.

Lloyds Bank - Current Account	£5,269.08
Lloyds Bank - Deposit Account	£112,679.53
Lloyds Bank - Investment Account	£0.00 (closed down)
A grand total of	£117,948.61
Cambridge & Counties Account	£87,415.31

Lloyds Bank Account as at **30th June 2025**. Cllrs noted the bank balances.

Lloyds Bank - Current Account	£5,945.16
Lloyds Bank - Deposit Account	£102,735.90
Lloyds Bank - Investment Account	£0.00 (closed down)
A grand total of	£108,681.06
Cambridge & Counties Account	£85,485.47
Petty Cash	£140.17

Lloyds Bank Account as at **31st July 2025**. Cllrs noted the bank balances.

Lloyds Bank - Current Account	£1,488.62
Lloyds Bank - Deposit Account	£103,038.16
A grand total of	£104,526.78
Cambridge & Counties Account	£85,489.42
Petty Cash	£133.17

Interest from Cambridge & Counties is now transferred automatically to current account on a monthly basis.

Account with Hampshire Trust has been opened and waiting to hear when money can be transferred. **Action: RFO**

- f) **Payments over £500 for 1st Quarter (April to June)** – Cllrs noted the 1st Quarter payments over £500 Payments (April to June). This is a requirement of the of the Local Government Transparency Code 2015 (2.1 (26)).

- FM 09/ 12.08.25** **TO NOTE THE LOCAL GOVERNMENT PAY AWARD FOR 2025-2026**
Cllrs noted that the pay award had been accepted earlier than November as in previous years. The award this time is 3.6% rather than a set amount and back dated to April 2025. RFO will update the financial commitment at the next meeting. **Action: RFO**
- FM 10/ 12.08.25** **RECRUITMENT FOR ASSISTANT GROUNDSMAN** - Cllrs were informed that the Assistant Groundsman has resigned and his last day will be 21st August. Cllrs noted the Senior Groundsman's recommendation of deferring recruitment to the new year and use contract labour when necessary in the meantime.
- FM 11/12.08.25** **TO CONSIDER ANY CORRESPONDENCE –** A letter has been received from Great Western Air Ambulance thanking the Council for the grant award.
- FM 12/13.05.25** **TO NOTE ANY ITEMS FOR INFORMATON OR REFERRAL ONLY** - None

The date of the next meeting is scheduled for Tuesday 9th September at 2pm. There being no further business the Chair of the Committee closed the meeting at 15.35pm.