

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 9th SEPTEMBER 2025 at 2.04pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Beioley, Oakley, Roberts and Woodfine

In attendance: Deputy Clerk/RFO

FM 01/09.09.25 **APOLOGIES** – Cllrs. Gardiner and Lee
ABSENT –

FM 02/09.09.25 **PUBLIC PARTICIPATION** – None

FM 03/09.09.25 **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** – there were no Declarations of Interest.

FM 04/09.09.25 **MINUTES OF THE PREVIOUS MEETING** – Cllr Beioley proposed, “**acceptance of the minutes of 12th August 2025.**” This was seconded by Oakley with one abstention.

FM 05/09.09.25 **RFO REPORT** – this was sent in advance.

TESCO STRONGER STARTS – Chalford Parish Council came in third against two local schools which is fantastic news. Therefore, the Food Bank will receive £500.

PRO EV CHARGERS – a short discussion was held regarding upgrading the charging points at the Parish Centre and Silver Street. Cllrs agreed that they would still like the Deputy Clerk/RFO to look into this with costings.

HEALTH & SAFETY - at the recent Full Council meeting held on 4th September a discussion was held regarding Health & Safety being a standing item on FC's agenda. This is a standing item on F&M so is fed back to FC in F&M minutes. However, Clerk will double check this for the future. **ACTION: Clerk**

FM 06/09.09.25 **CIL REPORT 2024-2025** – SDC request a report every year. Chalford Parish Council has not received any CIL money for this year. The balance carried forward was spent on Bussage Pleasure Ground in April and will be in the report for 2025-2026 along with photos. There is promised CIL money of £1686.00 to be spent on Valley Pleasure Ground which SDC will release once the renovation project has plans. Cllr. Beioley proposed **to accept the CIL Report 2024-2025 and send to SDC**. This was seconded by Cllr Woodfine and all in favour.
Action: Deputy Clerk.

FM 07/09.09.25 **TO CONSIDER AND APPROVAL PAYMENT OF HEDGE REMOVAL FEES FROM CEMETERY LAND EARMARKED RESERVES** – the Works Committee in November 2024 agreed for the removal of the existing privet hedge to increase burial space and Sam Kelly Tree Surgeon was instructed to remove the hedge and roots during August 2025 after nesting season. It was suggested that funds for the removal of the hedge be taken from Cemetery Earmarked Reserves and the balance to be transferred back to general reserve at the end of the year. After a short discussion it was agreed that this was the best solution. Cllr Beioley proposed “**approve the release of fees from Earmarked Reserve and transfer remaining balance at the end of the financial year**”. This was seconded by Cllr Oakley with one abstention.

TO APPROVE AND RESOLVE PREVIOUS MONTHS' BANKING

- a) Authorised Bank Reconciliations and Petty Cash for August were signed by Cllrs before the meeting. Authorised All-Bank Reconciliation for August was also signed by the Chairman prior to the meeting. Cllr Woodfine 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 Beioley, Roberts and Woodfine 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 Oakley proposed to **“approve and resolve the authorised bank payments to 31st August 2025 and showing a year to date payment of £93,322.08.”** This was seconded by Cllr Beioley and all in favour. **Action: RFO**
- c) Income received to 31st July - Cllr Woodfine proposed to **“approve and resolve the year to date income to 31st August 2025 of £118,988.09.”** This was seconded by Cllr Oakley and all in favour.
- d) Current position of Receipts & Payments Forecast for September was discussed. Some adjustments to forecast in allotments, insurance and FYC is required as it looks like there is an overspend. Cllr Beioley proposed **“to approve and resolve current position is within forecast with adjustments.”** This was seconded by Cllr. Oakley and all in favour. **Action: RFO**
- e) Receipts and Payments compared with Flexed Budget for August and Reserves Balance were all noted. Councillors raised concerns regarding the allotments cost code currently falling under the Works Committee's budget. They noted that its inclusion could distort the Committee's financial reporting and requested that consideration be given to relocating the cost code outside of their remit. It was clarified that this cost code serves solely to record purchases made by the Parish Council on behalf of the Charity, with the net amount subsequently reclaimed. As such, it does not represent a direct expenditure of the Works Committee. After a long discussion it was agreed to relocate to under F&M. Cllr Oakley proposed **“to approve and resolve current position.”** This was seconded by Cllr Beioley and all in favour.
- f) Lloyds Bank Account as at **31st August 2025**. Cllrs noted the bank balances.

Lloyds Bank - Current Account	£2,006.09
Lloyds Bank - Deposit Account	£58,099.61
A grand total of	£60,105.70
Petty Cash	£75.88
Cambridge & Counties Account	£87,489.47
Hampshire Trust	£20,000.00

TO APPROVE RISK REGISTER

At the previous meeting, Cllr Morris-Wyatt asked the committee for their input for this document and confirmed that he had received some. For the RFO to

transfer these to the document and then Cllrs, Morris-Wyatt, Beioley and Woodfine will get together in person before next meeting. **Action: RFO**

- FM 10/09.09.25** **TRAINING – BUDGET AND PRECEPT SETTING** - This training is being offered by SDC on 30th October and would be useful for committee members to access. Please let RFO know if you wish to access.
- FM 11/09.09.25** **TO CONSIDER OFFICE HOURS** – The current office hours are 9am until 4pm or 4.30pm depending on staff. The office is open to the public from 10am until 3pm. During these times, it can get very busy, with many interruptions from phone calls, residents, visitors and delivery drivers. Therefore, this only leaves 2 hours a day uninterrupted to try and complete work. The Clerk asked if the office could shut an hour earlier on a Wednesday to enable staff to work with less interruptions. After a short discussion, councillors felt very strongly that if the office was to close an hour early it would be better to have consistent office hours to avoid confusion and the office is more than accessible to the public even with shorter hours. Therefore, they felt that the best thing would be to close from 2pm every day. As this is an operational decision, the Clerk, as Proper Officer, can make this decision without approval from any committee. The Committee suggests that if she feels comfortable with this decision, that it starts from 1st November to allow notice to residents. **Action: Clerk**
- FM 12/09.09.25** **TO DISCUSS DRAFT PRECEPT FIGURES for 2025-2026 AND FURTHER TWO YEAR FORECAST** – this was a very simple 1st draft and cllrs discussed various cost codes. All agreed that the % rate needs to be increased from 2% to 3% and from forecast not budget. 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 can only guess from previous years what this might be. A long discussion took place regarding Frith Youth Centre and their request for a larger amount of funding of £40,000. It was suggested that, maybe, Bisley PC could help out as children from that area access FYC. Could the Management Committee do an Impact Analysis, find funders and ask SDC and GCC if there is any funding available and bring to a meeting to discuss further. RFO to ask Minchinhampton, Nailsworth and Cainscross how much they spend on youth, how much of this is from Precept and the % of youth to population. **ACTION: RFO**
- FM 13/09.09.25** **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 14/09.09.25** **TO NOTE ANY ITEMS FOR INFORMATION OR REFERRAL ONLY** - None

The date of the next meeting is scheduled for Tuesday 14th November at 2pm. There being no further business the Chair of the Committee closed the meeting at 16.04pm.