

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 11th NOVEMBER 2025 at 2.05pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Beioley, Gardiner, Oakley and Roberts

In attendance: Deputy Clerk/RFO

- FM 01/11.11.25 APOLOGIES** – Cllr. Woodfine
- FM 02/11.11.25 PUBLIC PARTICIPATION** – None
- FM 03/11.11.25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** – there were no Declarations of Interest.
- FM 04/11.11.25 MINUTES OF THE PREVIOUS MEETING** – Cllr Beioley proposed, “**acceptance of the minutes of 21st October 2025.**” This was seconded by Oakley with one abstention. Cllr Beioley proposed, “**acceptance of the confidential minutes of 21st October 2025.**” This was seconded by Oakley with one abstention.
- FM 05/ 11.11.25 RFO REPORT** – this was sent in advance.
- FM 06/ 11.11.25 HEALTH AND SAFETY** – as per the RFO report, the six monthly smoke alarm test was completed by A&E Fire and Security on 13th October and no problems were found.
HiJet service was completed on 30th September at a cost of £165.72. The Senior Groundsman requested a quote of £200 ex VAT for undersealing to prevent rust. This will go to Works Committee in the first instance. Vehicles budget has spent £594.63 of £1,500 so this is possible.
The annual boiler inspection is scheduled for December.
There have been no accidents or incidents since the last meeting.
- FM 07/ 11.11.25 TRAINING** – as per the RFO report, a training register is being compiled. Cllrs Gardiner, Beioley, Oakley and Morris-Wyatt have all attended the Budget and Precept training on 30th October and found this very useful. New Councillor Toolkit training has been completed by Cllr Woodfine. Cllrs, Golding and Humberstone will be accessing this training in February. All these councillors will be accessing ‘Being a Better Councillor’ in February and March 2026. These will incur costs totalling £415 but there is currently £603 in the budget.
- FM 08/11.11.25 TO APPROVE AND RESOLVE PREVIOUS MONTHS’ BANKING**
- a) Authorised Bank Reconciliations and Petty Cash for October were signed by Cllrs Beioley, Oakley, Roberts and Woodfine prior to the meeting. Authorised All-Bank Reconciliation for October was signed by the Chairman prior to the meeting. Cllr Gardiner 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, Oakley, Roberts and Woodfine prior to 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 October 2025 and showing a year to date payment of £140,144.55.**” This was seconded by Cllr Oakley and all in favour. **Action: RFO**

- c) Income received to 31st October - Cllr Gardiner proposed to “**approve and resolve the year to date income to 31st October 2025 of £241,347.96.**” This was seconded by Cllr Beioley and all in favour.
- d) Current position of Receipts & Payments Forecast for October was discussed. Councillors asked if the Contract Labour costs are still within the salary scale of the Assistant Groundsman and the RFO confirmed it is. The vacancy for the Assistant Groundsman will be advertised in the New Year. Contract Labourer is doing two or three days a week until the end of November. Overspend on Recreation Grounds and Open Spaces is due to Valley site investigations. Cllr Beioley 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 October and Reserves Balance were all noted. Cllrs noted that the Pro EV income is less than forecast. RFO confirmed that the office is aware that they are not being used quite as much as previous. Cllrs looked at the portal and the figures for this year have definitely dropped. Cllr Morris-Wyatt suggested that the office advertise via Facebook, website and newsletter reminding the residents that we have them. Forecast for Frith Youth Centre quarterly payments have been paid at start of quarter rather than end of quarter so forecast has been adjusted to show that only £4,500 is left with a total of £18,000. Cllr Beioley proposed “**to approve and resolve current position.**” This was seconded by Cllr Oakley and all in favour. **Action: RFO**
- f) Lloyds Bank Account as at **31st October 2025**. Cllrs noted the bank balances.

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| Lloyds Bank - Current Account | £7,572.44 |
| Lloyds Bank - Deposit Account | £72,445.69 |
| A grand total of | £80,018.13 |
| Petty Cash | £81.51 |
| Cambridge & Counties Account | £85,489.43 |
| Hampshire Trust | £77,524.30 |
| A GRAND TOTAL OF | £243,113.37 |

FM 09/11.11.25

TO CONSIDER PROCEEDING WITH A CARD MACHINE – a report generated by the Clerk was sent out in advance showing card reader options for collecting allotment rental payments or other payments to the Parish Council towards a more cashless payment system where possible. Of the three providers, only Square Up is able to provide transactions between two bank accounts, which is a feature essential for financial management. The Square Up card reader provides a cost-effective and efficient payment solution that meets both operational and financial requirements. Cllr Gardiner proposed “**to approve the purchase of a Square Up card reader as recommended.**” This was seconded by Cllr Beioley and all in favour. **Action: RFO/Assistant Clerk**

FM 10/11.11.25

TO DISCUSS DRAFT PRECEPT FIGURES for 2025-2026 AND FURTHER TWO YEAR FORECAST – 3rd draft was sent out in advance of the meeting. Salaries reflect the 3.5% pay rise as recommended at the last meeting. Adjustments have been made to the current year forecast based on November Forecast figures. Cllrs agreed to reduce the allocation of £3,500 to General Grants to £3,000. Office Equipment reduced from £500 to £250. Holiday

Activities reduced from £2,590 to £2,200. Vehicle repairs has been reduced from £1,905 to £1,000 due to HiJet being so new. Tools has been reduced by £1,000 as it was agreed to put this in Capital Earmarked Reserves for replacement tools. Bus Shelter reduced by £500 to £3,000. Play Equipment Repairs reduced by £543 to £1000. Cllrs also discussed closing down the Cemetery Earmarked Reserve going into General Fund. A long discussion was held regarding the request from Frith Youth Centre to increase the funding to £40,000. They agreed to increase to £25,000 and offset the increase from the General Fund. It was also agreed that to increase higher funding a public consultation should be held and recommend that this is done at the next Annual General Meeting in May 2026. It was also recommended that the Trustees of Frith Youth Centre write to Bisley with Lypiatt Parish Council requesting more funding for the children who access the Youth Centre.

3.05pm

Councillor Gardiner left the meeting.

Cllr Beioley proposed **“to approve the 3rd draft of Precept and to be ratified at Full Council on 4th December 2025.”** This was seconded by Cllr Oakley and all in favour. **ACTION: RFO/SB/MR**

FM 11/ 11.11.25

TO CONSIDER ANY CORRESPONDENCE – the RFO has received a quote for upgrading the Pro EV chargers outside the Parish Office to 22kw faster chargers. Meko have been in touch with the National Grid as we would need a three-phase electrical supply to the office at a cost of £11,000 and then the additional costs for the chargers themselves. As discussed at Precept Agenda Item, cllrs are already aware of the drop in usage. For RFO to find out if there are any grants available to upgrade and feedback when information available. **Action: RFO**

FM 12/ 11.11.25

TO NOTE ANY ITEMS FOR INFORMATON OR REFERRAL ONLY - None

The date of the next meeting is scheduled for Tuesday 9th December at 2pm. There being no further business the Chair of the Committee closed the meeting at 15.40pm.