

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 10th FEBRUARY 2026 at 2pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors, Oakley, Roberts and Woodfine

In attendance: Deputy Clerk/RFO

- FM 01/10.02.26 APOLOGIES** – Cllrs. Beioley and Gardiner
- FM 02/10.02.26 PUBLIC PARTICIPATION** – None
- FM 03/10.02.26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** – there were no Declarations of Interest.
- FM 04/10.02.26 MINUTES OF THE PREVIOUS MEETING** – Cllr Oakley proposed, “**acceptance of the minutes of 9th December 2025.**” This was seconded by Cllr. Woodfine and all in favour.
- FM 05/10.02.26 ELECTION OF CHAIR** – Following Cllr Morris-Wyatt being elected as Chair of the Full Council he will step down as Chair of this committee to ensure transparency and best practices. Cllr Beioley has agreed to become Chair until May 2026. Cllr Morris-Wyatt proposed “**to accept Cllr Beioley as Chair of Finance & Management Committee until May 2026**”. This was seconded by Cllr. Woodfine and all in favour. In Cllr. Beioley’s absence today, Cllr’s nominated Cllr Morris-Wyatt to chair the meeting today, which he accepted, but would not vote.
- FM 06/10.02.26 RFO REPORT** – **this was sent in advance.** The report was all based on Agenda Items below.
- FM 07/10.02.26 HEALTH AND SAFETY** – There have been no accidents or incidents to report. As per the RFO report – the cllrs discussed the play inspection reports and the spreadsheet the Deputy Clerk had provided. Cllrs felt that although they accept a paper trail is needed for insurance purposes, this was a lot of work for the clerks. In the first instance, to ask the Play Inspection Company if they are able to put this into a spreadsheet, happy to pay additional costs of up to £100 if necessary and to ask around other parish councils to see what they do. Cllr’s agreed for this to be an agenda item at the next Works Committee as this comes under their remit for action. **Action: RFO/CLERK**
- FM 08/10.02.26 TO APPROVE AND RESOLVE PREVIOUS MONTHS’ BANKING**
- a) Authorised Bank Reconciliations and Petty Cash for December and January were signed by Cllrs Beioley, Oakley and/or Roberts prior to the meeting. Authorised All-Bank Reconciliation for December and January was 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 Oakley and all in favour. **Action: RFO**
- b) Authorised Bank Payments were signed by Cllrs Beioley, Oakley and Roberts 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 Oakley proposed to “**approve and resolve the authorised bank payments to 31st January**

2026 and showing a year to date payment of £196,685.61.” This was seconded by Cllr Woodfine and all in favour. **Action: RFO**

- c) Income received to 31st January - Cllr Oakley proposed to **“approve and resolve the year to date income to 31st January 2026 of £238,520.36.”** This was seconded by Cllr Woodfine and all in favour. **Action: RFO**
- d) Current position of Receipts & Payments Forecast for February 2026 was discussed. Cllr Morris-Wyatt noted salaries will have a saving due to two members of staff leaving, although this will be less than forecast due to new Assistant Clerk will be starting at end of February. Forecast is looking that there will be an underspend of approx. £7,000. 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 January and Reserves Balance were all noted. Cllrs noted that the Pro EV income has increased with more cars using the chargers. Also the cemetery fees had also increased. RFO confirmed that Highways will be invoiced this month for the Annual reclaim for Senior Groundsman work. Recreation Grounds and Open Spaces are over budget due to Valley. Noted that SDC contribution of £6,500. Also noted that Trees were over budget but this was expected. Cllr Woodfine 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 December 2025**. Cllrs noted the bank balances.

Lloyds Bank – Current Account	£12,070.67
Lloyds Bank Deposit Account	<u>£37,517.73</u>
	£49,588.40

Petty Cash	£1.26
Cambridge & Counties	£85,489.43
Hampshire Trust	£77,524.30
A grand total of	£212,603.39

Lloyds Bank Account as at **31st January 2026**. Cllrs noted the bank balances.

Lloyds Bank – Current Account	£2,619.50
Lloyds Bank Deposit Account	<u>£27,538.16</u>
	£30,157.66

Petty Cash	£3.66
Cambridge & Counties	£85,489.49
Hampshire Trust	£77,524.30
A grand total of	£193,171.45

FM 09/10.02.26

REVIEW OF RISK REGISTER – this is reviewed quarterly. Following comments at Full Council, cllrs were asked to notify the Clerk of any comments. Comments were received and the RFO added these to the register in red for discussion. Page 2, Risk Failure to appoint fit and proper officers and councillors – The comment was statement is ambiguous and reads as health issues need to be

considered. Not appropriate at all. If that means checks regarding any criminal charges etc then working needs to be altered – cllrs discussed that ‘fit and proper’ have quotation marks added to show that it does not mean fit as in physical but a well known statement very similar to ‘fit for purpose’. Staff do need to have DBS checks, whereas, there are no checks necessary for councillors. However, the committee agreed that this was still appropriate

The second comment on Page 4 – Risk – Publish training records for staff and councillors - was not in favour of training record being on the website. Cllrs discussed this and it is recommended for transparency and accountability that is published. Cllrs also discussed undertaking a skills audit to identify gaps and strengths. Cllrs also discussed when there are candidates for co-option, can the Full Council look at what the Council needs if there is more than one candidate? Are they allowed to provide us of their background skills? **ACTION: RFO to check with GAPTC if this is possible.**

The final comment was page 11, Risk Loss of key staff – Suggest all annual appraisals should have a councillor in attendance. Cllrs stated that the Clerk is the Line Manager of the staff so she conducts the annual appraisal. If a member of staff does not agree with the outcome of the appraisal then they can go down the grievance route through Management. The Clerk does have a councillor from this Committee for her appraisal. **ACTION: RFO**

The Committee also looked at the high risks – Page 4 – Risk – Failure to maintain appropriate and contemporary knowledge and skills among staff and councillors – cllrs agreed that now training record in place and councillors/staff are attending training the likelihood can be reduced from 4 to 3 and this will take the overall assessment to 9. Page 11 – Risk – Failure to maintain operations as a result of major disruption – keep at Overall Assessment as 12 as Emergency Plan is being discussed at a meeting of the Emergency Plan & Adverse Weather Working Group in the near future. Once this is in place, the Business Continuity Plan can be updated. Cllr Woodfine proposed ‘**to accept the changes for the Risk Register**’. This was seconded by Cllr Oakley and all in favour.

FM 10/10.02.26

REVIEW OF CASH HANDLING PROCEDURE – there have been some changes to the procedure. Section 2 – Responsibilities – can take out FYC community café taking. Take out the 2nd bullet point. Third bullet point to take out clerk/RFO and refer to 2 officers. **Action: RFO**

Under section 3 – Cash Received – FYC Community Café weekly takings are no longer coming to the office. Petty Cash has now been stopped. **Action: RFO**

Section 5 – Bullet point 3 – change Clerk/RFO to 2 officers. **Action: RFO**

Section 6 – Banking & Reconciliation – Cash should be banked regularly – Post office is not accepting cash or cheques for banking purposes. **Action: RFO**
Cllr Oakley proposed ‘**to accept the cash handling procedures with the changes**’. This was seconded by Cllr Woodfine and all in favour.

FM 11/10.02.26

APPROVAL OF TOGGLETECH CONTRACT – following the decision to replace Softlink with Toggletech for IT support, the contract required approval before it could be signed. As no meeting was held in January, the RFO sought authorisation from committee members via email. All members confirmed their agreement by email, and **approval was therefore granted** as proposed by Cllr Oakley, seconded by Cllr. Roberts and all in favour. **This decision is formally recorded in these minutes.** As of 1st February 2026, Toggletech has now taken over as support.

FM 12/10.02.26

APPROVAL FOR LLOYDS BUSINESS BANKING APP - Following recent notification from the Post Office that they are no longer accepting cheques and cash for banking transactions, it has become increasingly difficult for a member of

staff to travel to Stroud to undertake in-person banking. As a result, the RFO has requested approval to download the council's banking application onto her personal mobile phone in order to facilitate paying in cheques. Cllrs discussed the difficulties and agreed that whilst online banking would provide greater efficiency and reduce the need for travel, the use of a personal mobile device raises several governance and security considerations. The Committee agreed to buy a Parish mobile phone. **Action: RFO**

FM 13/10.02.26 **TRAINING** – as per the RFO report, there are three councillors booked on the Being a Better Councillor and New Councillor Toolkit/feedback training offered by GAPTC. Three councillors and two members of staff attended the Data Protection & FOI training offered by SDC. Cllrs were also made aware of training for Planning in Plain English on 16th Feb.

The Training Register was viewed and cllrs agreed that the current draft was simple but effective.

FM 14/10.02.26 **CONSIDER THE INDEPENDENT REMUNERATION REPORT AND DECIDE HOW TO PROCEED** – Cllr Morris-Wyatt informed the committee on the report. Cllrs considered the report and agreed to watch and monitor other parish councils decide to do, to wait for 12 months to see the results of the review and to see which option they choose to adopt unless more evidence is forthcoming. Cllr. Woodfine proposed “**to watch and wait, monitor other parish councils and wait for more evidence**”. This was seconded by Cllr Oakley and all in favour. **Action: Clerk**

FM 15/10.02.26 **TO APPROVE SMALL GRANT AWARDS** – Cllrs looked at the chart provided and agreed to offer the requests. Cllr Oakley proposed “**to approve requests for small grant award**”. This was seconded by Cllr Woodfine and all in favour. **Action: RFO**

FM 16/10.02.26 **TO APPROVE RECRUITMENT FOR ASSISTANT GROUNDSMAN** – Clerk asked the cllrs to look and approve the personal specification, advertisement and job description. Cllr Woodfine agreed to meet up with the Clerk to make the friendly advertisement. Cllr. Oakley proposed “**to approve the recruitment for Assistant Groundsman and to send out to all F&M one day prior to advert going live**” This was seconded by Cllr Roberts and all in favour. **Action: Clerk**

3.25pm **Councillor Woodfine left the meeting.**

FM 17/10.02.26 **TO CONSIDER ANY CORRESPONDENCE** – None

FM 18/10.02.26 **TO NOTE ANY ITEMS FOR INFORMATION OR REFERRAL ONLY** - None

The date of the next meeting is scheduled for Tuesday 10th March at 2pm. There being no further business the Chair of the Committee closed the meeting at 15.29pm.