

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 14th APRIL 2026 at 2pm in accordance with notice given**

In the Chair: Councillor Beioley

Present: Councillors Gardiner, Morris-Wyatt, Oakley and Woodfine

In attendance: Deputy Clerk/RFO

FM 01/14.04.26 **ABSENT** – Cllr. Roberts

FM 02/14.04.26 **PUBLIC PARTICIPATION** – None

FM 03/14.04.26 **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** – there were no Declarations of Interest.

FM 04/14.04.26 **MINUTES OF THE PREVIOUS MEETING** – Cllr Oakley proposed, “**acceptance of the minutes of 10th February 2026.**” This was seconded by Cllr. Morris-Wyatt and two abstentions.

FM 05/14.04.26 **RFO REPORT – this was sent in advance.** The report was all based on Agenda Items below.

FM 06/14.04.26 **HEALTH AND SAFETY** – There have been no accidents or incidents to report. A spreadsheet has been received from the Play Inspection Company and this has been adapted to report actions taken. This is now in the hands of the Works Committee.

FM 07/14.04.26 **POLICIES - TO CONSIDER AND APPROVE NEW INTERNAL CONTROLS AND GOVERNANCE POLICY.** As per the RFO report, this has been recommended by the Internal Auditor and Assertion 6 for end of year Audit. Councillors discussed and would like amends to Section 2 – Roles and Responsibilities – Segregation of Duties – Take out the ‘where this is unavoidable, compensating controls must be reported to Council’. Councillors asked why there is only a FR link but no SO? RFO answered that SO is reviewed every three years unless there are changes whereas, with FR, the government amends, adds, updates every year. Councillors agreed to state Section 4 – Governance Controls – Review Standing Orders (SO) and Financial Regulations (FR). ‘To review the Standing Orders and Financial Regulations every three years unless there have been changes’ To add under Health and Safety, ‘that ‘H&S issues are a standing agenda item at F&M’ and finally, to add that ‘we require all new councillors to attend new councillor training’.

Cllr Oakley proposed, “**to approve the Internal Controls and Governance Policy with the necessary amends and take to FC for ratification.**” This was seconded by Cllr. Beioley and all in favour. **Action: RFO/Clerk**

FM 08/14.04.26 **TO APPROVE AND RESOLVE PREVIOUS MONTHS’ BANKING**

- a) Authorised Bank Reconciliations and Petty Cash for February and March were signed by a number of councillors prior and during the meeting. Authorised All-Bank Reconciliation for February and March was signed by the Cllr. Morris-Wyatt who was chair of the Committee at that time prior to the meeting and will be uploaded to the website. This is a requirement of the Local Government Transparency Code 2015 (3.1. (58) Cllr Beioley proposed “**to formally approve and resolve the bank reconciliations relating to all accounts**”. This was seconded by Cllr Morris-Wyatt and all in favour.
Action: RFO

- b) Authorised Bank Payments to 28th February and 31st March 2026 were signed by a number of councillors prior to and during 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 28th February 2026 and showing a year to date payment of £210,047.72 and to 31st March 2026 and showing a year to date payment of £229,694.78.”** This was seconded by Cllr Morris-Wyatt and all in favour. **Action: RFO**
- c) Income received to 31st January - Cllr Beioley proposed to **“approve and resolve the year to date income to 28th February 2026 and showing a year to date payment of £289,146.49 and to 31st March 2026 and showing a year to date payment of £247,785.83.”** This was seconded by Cllr Woodfine and all in favour. **Action: RFO**
- d) To note End of Year Final Budget Position – as End of Year Audit is being prepared the spreadsheet is just showing a summary of Income and Expenditure. Cllrs noted the saving on salaries of just over £12,000 is due to Assistant Groundsman leaving at end of August and Assistant Clerk leaving at Christmas. Overspend on Recreation Grounds and Open Spaces due to Valley Pleasure Ground. Trees overspend was expected.
- e) To note 3rd and 4th Quarter Payments over £500 and these are uploaded to the website. This is a requirement of the local Government Transparency code 2015 (.1. (58)).
- f) Lloyds Bank Account as at **28th February 2026**. Cllrs noted the bank balances.

Lloyds Bank – Current Account	£9,886.68
Lloyds Bank Deposit Account	<u>£21,551.53</u>
	£31,438.21
Petty Cash	£2.01
Cambridge & Counties	£85,466.67
Hampshire Trust	£57,524.30
A grand total of	£174,431.19

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

Lloyds Bank – Current Account	£12,262.17
Lloyds Bank Deposit Account	<u>£2,762.98</u>
	£15,030.15
Petty Cash	£2.01
Cambridge & Counties	£85,460.70
Hampshire Trust	£57,524.30
A grand total of	£158,017.16

Cllr Beioley proposed to “**approve and resolve the bank accounts to 28th February 2026 and to 31st March 2026**”. This was seconded by Cllr Gardiner and all in favour. **Action: RFO**

FM 09/14.04.26 **TO CONSIDER ASSISTANT GROUNDSMAN RECRUITMENT** – following the recent recruitment process for the Assistant Groundsman position it was noted that a limited number of applications had been received. It was also acknowledged that potential applicants had raised questions regarding the possibility for the role to become full-time. After careful consideration, Cllr Beioley proposed that “**in light of possible changes to workload arising from several ongoing matters, it would be prudent to defer a decision until further information is available to inform a longer-term approach. In the interim, it was agreed that existing contract labour arrangements will continue.**” This was seconded by Cllr Woodfine and all in favour. **Action: RFO/Clerk**

FM 17/14.04.26 **TO CONSIDER ANY CORRESPONDENCE** – None

FM 18/14.04.26 **TO NOTE ANY ITEMS FOR INFORMATION OR REFERRAL ONLY** – a public meeting has been arranged for Thursday 23rd April at Christ Church to discuss matters relating to the Valley Playing Field. Cllr. Beioley proposed “**to give a donation of £100 to Christ Church**”. This was seconded by Cllr Morris-Wyatt and all in favour. **Action: RFO**

The date of the next meeting is scheduled for Tuesday 19th May at 2pm due to councillor holidays.

There being no further business the Chair of the Committee closed the meeting at 14.55pm