

**Minutes of the Finance and Management Committee Meeting
held on Tuesday 19th May 2026 at 2pm, in accordance with notice given**

Chair: Councillor Gardiner

Present: Councillors Humberstone, Shepherd and Woodfine

In attendance: Deputy Clerk/RFO

FM 01/19.05.26 APOLOGIES FOR ABSENCE – Cllrs Morris-Wyatt, Oakley and Roberts

FM 02/19.05.26 PUBLIC PARTICIPATION – None

FM 03/19.05.26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – None were declared.

FM 04/19.05.26 MINUTES OF THE PREVIOUS MEETING – Cllr Woodfine proposed “**that the minutes of the meeting held on 14th April 2026 be approved.**” This was seconded by Cllr Gardiner, with one abstention.

FM 05/19.05.26 RFO REPORT – The report had been circulated in advance and related to the agenda items below.

FM 06/19.05.26 TO CONSIDER AND APPROVE THE YEAR-END FINANCIAL MATTERS

- a) End-of-Year/AGAR figures – The RFO explained the year-end figures to new councillors for submission to the External Auditor. It was noted that these figures would be ratified at Full Council in June prior to being uploaded to PKF Littlejohn. Cllr Gardiner proposed “**acceptance of the AGAR 2 – Statement of Accounts 2025–2026.**” This was seconded by Cllr Humberstone and all were in favour. **Action: RFO**
- b) Internal Auditor’s Report for End of Year 2025–2026 – The RFO highlighted the areas in which recommendations had been made and confirmed that the Parish Council had met all recommendations relating to the Internal Control objectives. These would be included in AGAR 1. Cllr Gardiner proposed “**acceptance of the End of Year Internal Audit Report.**” This was seconded by Cllr Humberstone and all were in favour. **Action: RFO**
- c) Appointment of Internal Auditor for 2026–2027 – The RFO explained that the appointment of the Internal Auditor should be formally minuted each year. Members noted that Paul Russell had been an extremely helpful and knowledgeable auditor. Councillors also discussed best-practice guidance, which recommends reviewing the appointment every three years. Cllr Woodfine proposed “**that Paul Russell be retained as Internal Auditor for 2026–2027, with the matter to be referred to the F&M Committee in November to consider alternative auditors for future years.**” This was seconded by Cllr Shepherd and all were in favour. **Action: RFO**

FM 07/19.05.26 TO CONFIRM ANNUAL MEMBERSHIPS FOR 2026–2027 –

- a) GALC (formerly GAPTC)
- b) Cotswold Canals Trust
- c) SLCC (Society for Local Council Clerks)
- d) Geosphere (Parish Mapping Online)

e) GPFA (Gloucestershire Playing Fields Association)

f) Starboard Scribe (Accounting package)

In addition to those listed above, the following memberships were also noted:

g) ICO (Information Commissioners Office)

h) Vision ICT (Website provider)

i) Curv306 (Pro EV App provider)

Following discussion, the Committee agreed that all annual memberships remained necessary. However, it was agreed that, from next year, the Cotswold Canals Trust should apply for a small grant. Cllr Woodfine proposed **“that the RFO inform the Cotswold Canals Trust of the Small Grants Award for next year.”** This was seconded by Cllr Humberstone and all were in favour. **Action: RFO**

FM 08/19.05.26 MATTERS

TO APPROVE AND RESOLVE THE PREVIOUS MONTH'S BANKING

- a) Authorised bank reconciliations and petty cash for April had been signed by Cllrs Humberstone and Shepherd prior to the meeting. The authorised all-bank reconciliation for April had also been signed by Cllr Gardiner, who was Chair of the Committee at that time, and would be uploaded to the website. This is a requirement of the Local Government Transparency Code 2015 (3.1 (58)). Cllr Humberstone proposed **“to formally approve and resolve the bank reconciliations relating to all accounts.”** This was seconded by Cllr Shepherd and all were in favour. **Action: RFO**
- b) Authorised bank payments to 30th April 2026 had been signed by Cllrs Humberstone and Shepherd prior to the meeting. Following upload by the RFO, the payments and invoices are emailed to two authorisers for confirmation that the payments are correct. The current authorisers are Cllr Morris-Wyatt and Cllr Gardiner. Emails confirming authorisation are retained in a folder on the RFO's computer in accordance with the Internal Auditor's recommendation. Cllrs Humberstone and Shepherd were asked whether they would be willing to become secondary authorisers on the bank account, and both confirmed that they would. This would provide greater transparency and reduce the risk of fraud. Cllr Humberstone proposed to **“approve and resolve the authorised bank payments to 30th April 2026.”** This was seconded by Cllr Shepherd and all were in favour. **Action: RFO**
- c) Income received to 30th April – Cllr Humberstone proposed to **“approve and resolve the year-to-date income to 30th April.”** This was seconded by Cllr Shepherd and all were in favour. **Action: RFO**
- d) Current position of the Flexed Forecast for May 2026 – As there were new members on the Committee, the RFO gave a short explanation of the forecast. Members indicated that they now had a better understanding. Cllr Humberstone proposed to **“approve and resolve the current position to 30th April.”** This was seconded by Cllr Shepherd and all were in favour. **Action: RFO**
- e) Monthly Flexed Budget to 30th April 2026 – The RFO gave a short explanation of the budget. She also explained that a cost code had been renamed 'Ceremonial Events' and placed in Earmarked Reserves with £200. This had originally been included under grants and included an additional £500 for other events, i.e. D-Day and VE Day, which will

not take place again for another 10 years. The £500 has been moved into the cost code 'Meetings', which will cover any expenditure incurred. Cllr Humberstone proposed to **“approve and resolve the Monthly Flexed Budget to 30th April, including the changes.”** This was seconded by Cllr Shepherd and all were in favour. **Action: RFO**

f) Reserves Balance – The opening balances had been carried forward. Transfers from the General Fund, as agreed in the Precept, to some reserves had been completed. Bus Shelter had received a further £200 and will be reviewed at the next meeting. Cemetery Land has now been closed. Total Reserves are £61,780.77. The General Fund is £94,284.13. Total Funds are £156,064.90. Cllr Humberstone proposed to **“approve and resolve Earmarked Reserves to 30th April 2026.”** This was seconded by Cllr Shepherd and all were in favour. **Action: RFO**

g) Bank accounts as at **30th April 2026** – Cllrs noted the bank balances.

Lloyds Bank – Current Account	£10,701.36
Lloyds Bank Deposit Account	<u>£123,814.28</u>
	£134,515.64
Petty Cash	£2.01
Cambridge & Counties	£85,444.34
Hampshire Trust	£47,524.30
A grand total of	£267,486.29

Year to date income is showing £1,023.37 with an actual of £120,326.64, a variance of £119,303.27.

Year to date payment is showing £20,496.78 with an actual of £11,171.74 plus the difference of £119,303.27 is showing a variance of £128,628.31.

Cllr Humberstone proposed to **“approve and resolve the bank accounts to 30th April 2026.”** This was seconded by Cllr Shepherd and all were in favour. **Action: RFO**

FM 09/19.05.26 **TO REVIEW AND APPROVE THE BUSINESS PLAN 2025–2028 –** Councillors discussed whether this should be regarded as a business plan or a financial plan. It was noted that significant changes were required and that a working group would be beneficial. Cllr Woodfine proposed **“to set up a working party and bring back a revised plan to the next meeting.”** This was seconded by Cllr Humberstone and all were in favour. **Action: RFO**

FM 10/19.05.26 **TO NOTE EMERGENCY PLAN CONFIRMED BY SDC –** It was noted that this formed part of the county-wide plan required by SDC and had therefore been approved by SDC in advance and combined with the Parish Council's former Adverse Weather Plan. Councillors discussed that this is not a Continuity Plan and that the Parish Council will need to develop one in future. Cllr Gardiner proposed to **“accept this as an**

Emergency Plan.” This was seconded by Cllr Humberstone and all were in favour. **Action: RFO**

FM 11/19.05.26 TO CONSIDER ANY CORRESPONDENCE – There was none.

FM 12/19.05.26 TO NOTE ANY ITEMS FOR INFORMATION OR REFERRAL ONLY – The RFO informed the Committee that she had been approached by a member of Christ Church to ask whether the Parish Council would be able to provide financial assistance. Following the public meeting held there, the lock on the church door broke and a locksmith attended and repaired it at a cost of £95. The church has recently experienced a large-scale flood caused by a burst water pipe, which has resulted in considerable damage and expense.

Cllr Humberstone left the meeting at this point, having declared an interest.

Following discussion, Councillors agreed that, as an act of goodwill, the request should be supported. Cllr Shepherd proposed to **“pay Christ Church the sum of £95.”** This was seconded by Cllr Gardiner and all were in favour. **Action: RFO**

Cllr Humberstone returned to the meeting.

The next meeting of the Committee is scheduled to be held on Tuesday 14th July at 2pm.

There being no further business, the Chair closed the meeting at 3.30pm.