Minutes of the Finance and Management Committee Meeting held on Tuesday 9th June 2026 at 2pm, in accordance with notice given

Chair: Councillor Morris-Wyatt

Present: Councillors Humberstone, Roberts and Woodfine

In attendance: Deputy Clerk/RFO

Due to the absence of the current Chair, Cllr Woodfine proposed **'to accept Cllr Morris-Wyatt as Chair for the meeting.'** This was seconded by Cllr Humberstone and all in favour.

FM 01/09.06.26 **TO ELECT A CHAIR** – Councillor Gardiner stated at the last meeting that he would be willing to stand as Chair if there were no other nominations. In his absence Cllr Humberstone proposed **'to accept Cllr Gardiner's nomination as Chair.'** This was seconded by Cllr Woodfine and all in favour.

FM 02/09.06.26 **TO ELECT A VICE CHAIR –** Cllr Morris-Wyatt proposed to 'accept Cllr Humberstone as Vice Chair'. This was seconded by Cllr Woodfine and all in favour.

FM 03/09.06.26 **APOLOGIES FOR ABSENCE –** Cllrs Gardiner, Oakley and Shepherd

FM 04/09.06.26 **PUBLIC PARTICIPATION –** None.

FM 05/09.06.26 **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA –** None were declared

FM 06/09.06.26 **MINUTES OF THE PREVIOUS MEETING –** Cllr Humberstone proposed **"that the minutes of the meeting held on 19th May 2026 be approved."** This was seconded by Cllr Woodfine with two abstentions.

FM 07/09.06.26 **RFO REPORT –** The report had been circulated in advance and related to the agenda items below.

FM 08/09.06.26 **TO APPROVE AND RESOLVE THE PREVIOUS MONTH'S BANKING MATTERS**

a) Authorised bank reconciliations for May were signed by two councillors Cllrs Humberstone, Roberts or Woodfine prior to the meeting. The authorised all-bank reconciliation for May will be signed by Cllr Gardiner and will be uploaded to the website. This is a requirement of the Local Government Transparency Code 2015 (3.1 (58)). Cllr Woodfine proposed **"to formally approve and resolve the bank reconciliations relating to all accounts."** This was seconded by Cllr Humberstone and all were in favour. **Action: RFO**

b) Authorised bank payments to 31st May 2026 had been signed by Cllrs two councillors, Humberstone, Roberts or Woodfine 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. Cllr Humberstone proposed to **"approve and resolve the authorised bank payments to 31st May 2026."** This was seconded by Cllr Roberts and all were in favour. **Action: RFO**

c) Income received to 31st May – Cllr Woodfine proposed to **"approve and resolve the year-to-date income to 31st May."** This was seconded by Cllr Roberts and all were in favour. **Action: RFO**

d) Current position of the Flexed Forecast for June 2026 –Cllr Humberstone proposed to **"approve and resolve the current position to 31st May."** This was seconded by Cllr Roberts and all were in favour. **Action: RFO**

e) Monthly Flexed Budget to 31st May 2026 – The RFO informed the committee that there had been an overspend of £500 in cost code Grant Award due to paperwork not being updated on the Grant Award Application Form. The Committee noted this. Cllr Humberstone proposed to **"approve and resolve the Monthly Flexed Budget to 31st May'** This was seconded by Cllr Roberts and all were in favour. **Action: RFO**

f) Reserves Balance – Total Reserves are £61,750.69. The General Fund is £72,759.29. Total Funds are £134,509.98. Cllr Humberstone proposed to **"approve and resolve Earmarked Reserves to 31st May 2026."** This was seconded by Cllr Woodfine and all were in favour. **Action: RFO**

g) Bank accounts as at **31st May 2026** – Cllrs noted the bank balances.

Lloyds Bank – Current Account	£7,751.43
Lloyds Bank Deposit Account	£98,038.75
	£105,790.18
Petty Cash	£2.01
Cambridge & Counties	£85,450.73
Hampshire Trust	£47,524.30
A grand total of	**£161,862.22**

Year to date income is showing £121,219.70 with an actual of £120,829.49, a variance of £390.21

Year to date payment is showing £41,328.30 with an actual of £41,090.93 plus the difference of £390.21is showing a variance of £627.58. We are within budget.

Cllr Woodfine proposed to **"approve and resolve the bank accounts to 31st May 2026."** This was seconded by Cllr Roberts and all were in favour. **Action: RFO**

FM 09/09.06.26 **TO CONSIDER AND APPROVE ANY AMENDMENTS TO THE COMMITTEE'S TERMS OF REFERENCE.** As per the RFO report, this is reviewed on a yearly basis. Councillors discussed and agreed that there was only one amendment which is to add in 'a maximum' before the number 8 on Membership Paragraph. Cllr Humberstone proposed **"to approve the Terms of Reference with the amended wording.'** This was seconded by Cllr Woodfine and all were in favour. **Action: RFO**

FM 10/09.06.26 **TO CONSIDER AND APPROVE ANY AMENDMENTS TO STANDING ORDERS AND FINANCIAL REGULATIONS –** As per the RFO report, these are reviewed on a yearly basis. Both of these were NALC's models and are the up-to-date versions. After a short discussion councillors agreed that the wording on Standing Orders 19C – Handling Staff Matters need to have the first sentence changed to 'the Chair and one other member of the Finance and Management Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the employees.' Cllr Humberstone proposed to **"accept the Standing Orders with the amend."** This was seconded by Cllr Roberts and all were in favour. The RFO pointed out that Section 10 – Petty Cash on the Financial Regulations has been adjusted to recognise petty cash been withdrawn. Councillors were happy with the wording but also pointed out that BACS is capitals. They also asked that versions should be added or updated to reflect the changes. Cllr Humberstone proposed 'to accept the Financial Regulations with the amends'. This was seconded by Cllr Roberts and all in favour. **Action: RFO**

FM 11/09.06.26 **TO CONSIDER AND APPROVE REPLACEMENT LAPTOP FOR RFO –** as per the RFO report, Toggletech advised that the office is currently using home laptops and that business laptops would be more appropriate because they offer improved security, greater storage capacity and better overall performance. Toggletech provided a supporting document for this and also discussed verbally that they would recommend an HP Pro+ and that the RFO, after a quick 'google', found their pricing to be correct. After a short discussion councillors agreed that this was the way forward. Cllr Morris-Wyatt proposed **'to accept the recommendation from Toggletech and to purchase through them'** This was seconded by Cllr Humberstone and all in favour. **Action: RFO**

FM 12/09.06.26 **TO CONSIDER AND APPROVE FIXED RATE OPTIONS ON CURRENT ENERGY SUPPLIER –** as per the RFO report councillors discussed the high usage but were reminded that the EV chargers use the electricity. There is also income from EV charges, that is used to offset the Precept but could be used against the utilities charges if need be. Councillors agreed that it was time to look at other suppliers. As Cllr Humberstone used to work in this industry, she will come in next week and support the office in looking for other suppliers.

FM 13/09.06.26 **TO CONSIDER AND APPROVE**

a) **Biodiversity Policy update –** following a short update from Cllr Woodfine, Cllr Morris-Wyatt proposed **'to accept the updated Biodiversity Policy'.** This was seconded by Cllr Humberstone and all in favour. **Action: RFO**
b) **Nature & Climate Framework –** following a short update from Cllr Woodfine regarding this document merges the Biodiversity policy and the Local Nature Action Plan as well as other information into one document. Cllr Morris-Wyatt proposes **'to accept the Nature and**

Climate Framework'. This was seconded by Cllr Humberstone and all in favour. **ACTION: RFO**

FM 14/09.06.26 TO CONSIDER ANY CORRESPONDENCE – None

FM 15/09.06.26 TO NOTE ANY ITEMS FOR INFORMATION OR REFERRAL ONLY - Cllr Morris-Wyatt informed the Committee, in his capacity as Chair of Full Council, that he had been approached by two members of the public seeking to retain the Kings Head Pub as a community asset. The Committee was advised that the pub was on the market for £440,000, although it was hoped that it could be purchased for £400,000. The individuals concerned hoped that Parish Council would consider taking out a loan of £250,000 and they would raise donations for the balance required. Members discussed the matter at length and agreed that further information would be required before any position could be reached. Councillors expressed concern as to whether the purchase and ownership of a commercial business would fall within the duties, responsibilities and remit of the Parish Council. Members also noted that taking out a loan over a period of 30 years could have a significant impact on the Precept. It was further noted that, should the pub be considered for registration as an Asset of Community Value, a public consultation would be required. Members agreed that the Parish Council should not become involved in a commercial venture or take ownership of a public house; however, the Council would remain open to considering matters relating to an Asset of Community Value, if appropriate.

The next meeting of the Committee is scheduled to be held on Tuesday 8th September at 2pm.

There being no further business, the Chair closed the meeting at 3.03pm.