



## Finance Committee Meeting Minutes for Monday, 15<sup>th</sup> June 2026, 7:30pm, Parish Council Office

**Present:** Chair of the Committee Richard Street, Councillors Richard Barrett, Paul Gregory, Alison Sercombe

**Officers:** Clerk and Asst. Clerk

**Members of the Public: 0**

- #1/26-27 Election of Chair of the Finance Committee:** Councillor Richard Barrett nominated and Alison Sercombe seconded Richard Street as Chair of the Finance Committee. Richard Street accepted the position.
- #2/26-27 Election of Vice Chair of the Finance Committee:** Councillor Alison Sercombe nominated and Councillor Paul Gregory seconded Richard Barrett as Chair of the Finance Committee. Richard Barrett accepted the position.
- #3/26-27 Apologies:** Apologies were accepted from Peter Ramsdale, Toby Newman.
- #4/26-27 Declarations of Interest/Dispensations:** None
- #5/26-27 Public Participation:** No members of the public were present.
- #6/26-27 Minutes of the meeting of the 27<sup>th</sup> April 2026:** The minutes of the meeting of the 27<sup>th</sup> April 2026 were agreed and signed as a true record.
- #7/26-27 Terms of Reference:**
- i. The Committee noted the Terms of Reference agreed at the Annual Parish Council Meeting.
  - ii. The Committee has no changes to the Terms of Reference.
- #8/26-27 Bank Mandate:** The Council confirmed the bank mandate as:  
Councillors Sercombe, Gregory, Willmott, Barrett; Locum Clerk Allison Leigh; Assistant Clerk Lucy Collinson. Clerk Sophie Coda will be added upon return to work.
- It was noted that Councillor Paul Willmott is a signatory and the Committee would like to ask him to join the Committee.
- #9/26-27 To receive an update on outstanding actions with no decision**

- i. Savings & Investment actions still to complete. In order d) & c), if d) ok then a)
  - a. Close the Barclays Premium account and move the funds to the CCLA.
  - b. Keep the Barclays current account open and continue for the moment with the Barclaycard.
  - c. Apply for a Unity Trust payment card. The card is issued in partnership with Lloyds Bank who own Unity Trust. If this works well, we decide in the future whether or not to continue with two cards.
  - d. Check how easy it is to move funds in and out of the CCLA we take £1,000 out of the account and then reinvest it.
  - e. If d) proves easy monitor the Unity Savings a/c at each finance committee, check we have enough working capital to cover our cash needs for 6 months and invest any surplus into the CCLA.

**#10/26-27 To receive an update from the Clerk/Assistant Clerk with no decision**

- i. The 2026/2027 AGAR has been submitted.
- ii. Internal Checker 2026/2027: These are to be completed September and February. The Locum Clerk will book with Councillor Newman
- iii. 2026 Pay Review (01.04.2026) – The NJC 2026/2027 Pay Award has not yet been agreed and will be back dated for appropriate staff.

**#11/26-27 Financial Management as of 31.05.2026:** The Committee noted the following documents which can be found on the website:

- i. Bank Reconciliation/Balances**
  - a. The Committee resolved to transfer £20,000 from the Barclays current account into the Unity Current account. Asst. Clerk to action
- ii. Income and Expenditure Report:** There were no comments.
- iii. Budget Update:** The Committee asked the Locum Clerk to update to ensure all updates are made against the agreed budget.
- iv. Reserves Update:** The Committee asked the Locum Clerk to update.
- v. Debtors Report:** The report was noted and the Assistance Clerk will chase the older debts.

**#12/26-127 Schedule of payments authorised**

- i. The Committee agreed the Schedule of Payments.

**#13/26-27 Grounds maintenance quotes**

- i. The Committee resolved to delegate the specification and obtaining of grounds maintenance quotes (Grass Cutting) from 01.04.2027 – 31.03.2030 to the Locum Clerk.

**#14/26-27 To consider grant applications requests received**

- i. The Committee resolved to donate £500 to Wheatley Scouts. Clerk to communicate, Asst. Clerk to process.

**#15/26-27 Capital grant**

- i. The Council is waiting for the second payment of the Capital Grant Application 2026 from SODC for the Church Road Rec Refurb of £6756.

**#16/26-27 Scheme of Delegation:** The Council noted the following decision made under the Scheme of Delegation:

- i. The Event Company – Lighting for Wheatley Christmas Fair: £540 including VAT.

**#17/26-27 To consider CIL expenditure**

- i. To consider any CIL funding for Littleworth Field: Councillor Sercombe noted that this is in progress and will become more active upon the signing of the lease. The Committee touched on investigating a village sign. The Locum Clerk will provide Councillor Sercombe with some information.

**#18/26-27 Insurance:** The Committee noted they would like to consider the policy in conjunction with the Risk Register.

**#19/26-27 Management of Risks:** See minute reference #18/26-27

**#20/26-27 Correspondence and any urgent items requiring attention:** None.

**#21/26-27 Items for information:** None

**#22/26-27 Date of next meeting:** The Committee confirmed the date of the next meeting as the 19<sup>th</sup> October 2026 at 7:30pm in the Parish Council office.