



The Jubilee Room  
Braywood Memorial Hall  
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20<sup>th</sup> February 2026

**To: All Members of the Committee**

To: Cllr S Cross, Cllr Eginton, Cllr K Elvin, Cllr J Glover (Chair), Cllr L Kneen, Cllr J Filipczak Korczak, Cllr N Pellew, Cllr D Wilson

You are hereby summoned to attend a meeting of the Finance Committee which will be held at the Braywood Memorial Hall on Thursday 26<sup>th</sup> February 2026 at 6pm, for which your attendance is requested.

**Members of the Public:** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

*R.L. Gordge*

Rachel Gordge  
Clerk to the Council

## AGENDA

### **FC 011/2026 Chair's request**

That all mobile devices are switched to silent for the duration of the meeting.

A reminder to all in attendance of the fire safety regulations for the venue of the meeting.

### **FC 012/2026 Apologies for absence and declarations of interest**

All Members are to be reminded that they must disclose any disclosable pecuniary interests, registerable interests and any non-registerable interests they have in items of business on the meeting's agenda either at this point or during the agenda item. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.

### **FC 013/2026 Minutes**

To receive and approve the minutes of the meeting held on 7<sup>th</sup> January 2026.

### **FC 014/2026 Public Forum**

The Chair to allow maximum of 15 Minutes (3 mins per speaker) for the public to address the Council (extended on approval of the Chair). Priority will be given to those members of the public wishing to share information relating to items on the agenda. Once the public session is closed, members of the public are not permitted to speak.

### **FC 015/2026 Financial Monitoring**

To receive and note the following financial documents:

1. Budget monitoring (2025/26) – year to date
2. Financials (2025/26) - year to date
3. Income received
4. Invoices paid outside of the meeting
5. Regular payments made
6. Bank balances
7. Internal transfers

Financial Services Compensation Scheme (FSCS)

To note the FSCS increased its deposit protection limit from £85,000 to £120,000 from 01.12.25

8. Section 137 (Local Government Act 1972) expenditure limit update

To note the reported 2026/27 s.137 expenditure limit (£11.60 per elector) and the prior-year comparator (£11.10).

### **FC016/2026 Financial Regulations**

To review the draft revised Financial Regulations (February 2026) and to recommend adoption by Main Council. Draft Financial Regulations with tracked changes in red attached.

### **FC017/2026 Standing Orders (Section 18 Financial Controls and Procurement)**

To review the draft revised Standing Orders (Section 18 – Financial Controls and Procurement) and to recommend approval by Full Council.

### **FC018/2026 Bank Reconciliation**

To receive and sign the bank statements/bank reconciliations from April 2025 for all accounts.

### **FC019/2026 Authorisation of Payments and Bank Transfer**

#### **FC019.1/2026 Invoices for Payment**

To consider and approve invoices for payment

#### **FC019.2/2026 Internal Bank Transfer**

To consider and approve the Locum RFO making a £60,000 internal bank transfer from the Lloyds Precept account to the Lloyds current account to cover the invoices and payroll payments.

### **FC020/2026 Locum RFO Report**

To receive and note the Locum RFO report.

### **FC021/2026 Regular Payments**

To consider paying suppliers by direct debit wherever possible and to make a recommendation to Main Council.

### **FC022/2026 Interim Internal Auditor Report**

To note the Internal Auditor's interim report and the Locum RFO responses.

### **FC023/2026 Preferred Supplier Quotes**

To review and make recommendations to Main Council regarding the following quotes to allow projects to move forward:

### **FC023.1/2026 Cloudy Decisions**

Decisions is a Parish and Town Council specific agenda and minute writing software that makes the process efficient, can link to Microsoft 365 and saves hours of preparation time. Three quotes cannot be obtained for this software, as there are no other Parish and Town Council specific systems on the market, and as the Clerk has used this software before, there will be no training costs.

To review and make a recommendation to Main Council regarding the one-off quote attached and the annual contract for the system.

### **FC023.2/2026 Signage for Pamela Row**

To review and make a recommendation to Main Council regarding the quote attached.

### **FC023.3/2026 Leave Dates**

Leave Dates is a simple leave and lieu logging and booking system.

To review and make a recommendation to Main Council regarding the quote for an annual contract, attached. As the Clerk has used this software before, there will be no training costs.

### **FC023.4/2026 Tree Works Holyport**

R Watts is a specialist that can action Planning Applications for trees on conservation areas and BPC has contracted them before for multiple tree works so know they are reliable and value for money.

To review and make a recommendation to Main Council regarding the quote attached.

### **FC024/2026 Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the public**

The Chair will move that under Section 1(2) of the Public Bodies (Admission to Meetings) Act, the public shall be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted

### **Confidential Session:**

### **FC025/2026 Grant Applications**

To review and make recommendations to Main Council regarding the following grant applications:

#### **FC025.1/2026 Monte Carlo or Bust**

To review the grant application and make a recommendation to Main Council (attached).

#### **FC025.2/2026 Oakley Green, Fifield & District Community Association Ltd**

To review the grant application and make a recommendation to Main Council (attached).

#### **FC025.3/2026 Braywood Memorial Hall**

To review the grant application and make a recommendation to Main Council (papers to follow).

### **FC026/2026 Date for the next Meeting**

Wednesday 29<sup>th</sup> April 2026 6pm at Braywood Memorial Hall.