

Minutes

Finance Committee Meeting

Braywood Memorial Hall, 26th February 2026 at 6.00pm

Present: Cllr K Elvin, Cllr J Filipczak-Korczak, Cllr S Eginton, Cllr D Wilson (arrived 6.20pm)

In Attendance: Rachel Gordge (Clerk), Katie Gordon (Assistant Clerk)

Apologies: Cllr S Cross, Cllr J Glover, Cllr L Kneen

No Contact: Cllr N Pellew

Meeting opened: 6.03pm

Meeting closed: 7.04pm

FC 011/2026 Chair's request

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

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

FC 012/2026 Apologies for absence and declarations of interest

Apologies were received from Cllr S Cross, Cllr J Glover, Cllr L Kneen. Cllr Wilson arrived at 6.20pm. In Cllr Glover's absence, the Vice Chair, Cllr Elvin led the meeting.

FC 013/2026 Minutes

The minutes of the meeting held on 7th January 2026 were reviewed. Cllr Cross emailed the Clerk and advised that she gave apologies to the Chair at the last meeting. The minutes with this attendance change were proposed as a correct record by Cllr K Elvin. This was seconded by Cllr J Korczak and unanimously.

FC 014/2026 Public Forum

There were no public in attendance.

FC 015/2026 Financial Monitoring

All the following financial documents were NOTED:

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
8. Financial Services Compensation Scheme (FSCS)

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

9. 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

The Financial Regulations (February 2026) were reviewed based on the recommendations received from the Policy and Procedures Committee. It was proposed by Cllr K Elvin to recommend approval of the changes and recommend adoption by Main Council. This was seconded by Cllr J Korczak and unanimously approved.

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

The Standing Orders (Section 18 – Financial Controls and Procurement) were reviewed based on the recommendations received from the Policy and Procedures Committee. It was proposed by Cllr K Elvin to recommend approval of the changes and recommend adoption by Main Council. This was seconded by Cllr S Eginton and unanimously approved.

FC018/2026 Bank Reconciliation

The bank statements/bank reconciliations from April 2025 for all accounts were reviewed. It was proposed by Cllr J Korczak for two Cllrs to approve and sign the bank statements and bank reconciliations in the office later in the week. This was seconded by Cllr S Eginton and unanimously approved.

FC019/2026 Authorisation of Payments and Bank Transfer

FC019.1/2026 Invoices for Payment

The invoices for payment were reviewed. It was proposed by Cllr J Korczak to recommend payment to Main Council. This was seconded by Cllr K Elvin and unanimously approved for recommendation to Main Council.

FC019.2/2026 Internal Bank Transfer

The £60,000 internal bank transfer request from the Lloyds Precept account to the Lloyds current account to cover the invoices and payroll payments was reviewed. It was proposed by Cllr K Elvin to approve this. It was seconded by Cllr J Korczak and unanimously approved for recommendation to Main Council.

FC020/2026 Locum RFO Report

The Locum RFO Report was NOTED.

FC021/2026 Regular Payments

The request to consider paying suppliers by direct debit wherever possible was discussed. It was proposed by Cllr J Korczak to make a recommendation to Main Council to approve paying by DD wherever possible. This was seconded by Cllr K Elvin and unanimously approved for recommendation to Main Council.

FC022/2026 Interim Internal Auditor Report

The Internal Auditor's interim report and the Locum RFO responses were NOTED.

FC023/2026 Preferred Supplier Quotes

The following quotes to allow projects to move forward were reviewed and recommendations were made where necessary:

FC023.1/2026 Cloudy Decisions

It was NOTED that as Decisions is a Parish and Town Council specific agenda and minute writing software, three quotes cannot be obtained.

The one-off quote attached and the annual contract for the system were reviewed and recommended for approval to Main Council by Cllr D Wilson. This was seconded by Cllr S Eginton and unanimously approved for recommendation to Main Council.

FC023.2/2026 Signage for Pamela Row

The quotes for signage at Pamela Row were reviewed. It was proposed by Cllr J Korczak that the quote for safety signs 4 less was recommended for approval at Main Council. This was seconded by Cllr K Elvin and unanimously approved for recommendation to Main Council.

FC023.3/2026 Leave Dates

The quote for an annual contract for Leave Dates was reviewed. It was proposed by Cllr K Elvin to recommend approval to Main Council for this leave booking software. This was seconded by Cllr D Wilson and unanimously approved for recommendation to Main Council.

FC023.4/2026 Tree Works Holyport

The quotes provided were reviewed. It was proposed by Cllr J Korczak to recommend approval of the works to the two Holyport Green trees and to pollard the one tree causing an issue for the Belgian Arms around the pond, to Main Council. This was seconded by Cllr K Elvin and unanimously approved for recommendation to Main Council.

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

This item was not required as Grant Applications are decided in public sessions.

FC025/2026 Grant Applications

The following grant applications were reviewed and recommendations were made to Main Council where necessary:

FC025.1/2026 Monte Carlo or Bust

The grant application was reviewed. Following a detailed discussion, it was proposed to recommend a grant award of £500 by Cllr J Korczak. This was seconded by Cllr K Elvin and unanimously approved for recommendation to Main Council.

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

The grant application was reviewed. Following a detailed discussion, it was proposed by Cllr J Korczak to request further information to ensure this application met the grant policy criteria. It was requested that if the Clerk deemed the additional information to be sufficient, that it could be reviewed at Main Council. This was seconded by Cllr K Elvin and unanimously approved.

FC025.3/2026 Braywood Memorial Hall

The grant application was reviewed. Following a detailed discussion, it was proposed to recommend that a grant award figure is decided at Main Council by Cllr K Elvin. This was seconded by Cllr D Wilson and unanimously approved for review at Main Council.

FC026/2026 Date for the next Meeting

Wednesday 29th April 2026 6pm at Braywood Memorial Hall NOTED.