

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 9th March 2026 at 7.00pm.

Present: Cllrs Mike Shepherd (Chairman), Nigel Barker, Coral Shepherd and Sarah Whitehead.

In attendance: Jo MacCallum Responsible Finance Officer (RFO).
Geraldine Scanlon Assistant Business Manager (ABM)

Meeting start time 7.07pm

- 1 Apologies for absence – Cllr Brett Thomas**
- 2 Declarations of interest and requests for dispensations by councillors in any agenda item - None**
- 3 Public participation – None Present**
- 4 Minutes of the Finance & Administration Committee meeting 9th February 2026**
 - a) To approve the Minutes**

The committee were unable to approve the minutes as Cllrs Barker and Whitehead were not present at the meeting held 9th February 2026. The minutes will be an agenda item for the F&A Committee meeting to be held 13th April 2026.
 - b) To review action list**

The action list was reviewed with those completed removed.
 - c) To consider matters arising**

Cllr M Shepherd asked the ABM if she had spoken with the BM as per minute 6 to ascertain if the annual IT security checks had been officially recorded as being completed. The ABM said she would ask the BM and report back.

Cllr M Shepherd advised the replacement de-fib battery for the unit at the Spar has been received. Cllr C Shepherd confirmed the BM had been and installed the battery.

Cllr M Shepherd said minute 9.2 should have been recorded as an action point for both the BM and ABM, he asked if there was an update regarding the laminator. The ABM advised there was no update.
- 5 Current Financial Position**
 - a) IAC monthly report**

The monthly IAC report was circulated via SharePoint before the meeting. Cllr M Shepherd confirmed the bank reconciliations for the period of 1st April 2025 to the 28th February 2026 were in order and the financial reports presented to councillors were numerically correct. All payments were authorised and made in accordance with the financial regulations.
 - b) Monthly reports**

Cllr M Shepherd said all financial reports had been placed on SharePoint prior to the meeting and asked Councillors if they had any questions regarding the finances. No questions were raised.

Cllr M Shepherd said the anomaly reported at the previous F&A meeting where the reserve report showed the Neighbourhood Plan Reserve included an “unpaid” transaction of £15.16 but was not shown on the Financial Budget Report has rectified itself as shown on the reserve report presented tonight.

c) Aged debtors

Cllr M Shepherd reviewed the debtors list and reported payment had been received for invoices 2459 and 2462. The issue date for invoices 2460 and 2461 were 3rd March 2026 and therefore are not aged debtors.

The RFO suggested that Cllr M Shepherd seeks agreement from Full Council for the invoice 2350 to be formally written off as recommended by the F&A committee. Cllr M Shepherd referred to the PC Debt Recovery Policy and proposed the reason to write the debt off is -Absconded or unable to trace- as per the policy. **It was agreed to approve the proposal**

d) Reserves

Cllr M Shepherd said the reserves reports have been circulated via SharePoint.

Cllr C Shepherd said the agreed sum of £10,000.00 had been transferred from the General Fund Reserve into the Warren Reserve.

Cllr M Shepherd asked if the new reserve for the Sports Ground Pavilion Project should be added to the reserves. Cllr C Shepherd suggested postponing the creation of the reserve for now.

6 IT Update

Cllr M Shepherd said there is no update relating to the IT network security review due to working on other commitments.

Cllr M Shepherd reported that the latest newsletter from Parish Online included an announcement that they are implementing multi factor authentication (MFA) across all the applications they host. Initially it will not be compulsory, but they believe it will become mandatory in the not too distant future. The implications for the parish council were discussed. It was agreed that we need to plan for the rollout of MFA, not only for our Parish Online systems but more importantly for our Microsoft 365 tenant. The Committee discussed how the rollout of MFA could be managed and the likely challenges. Cllr Barker volunteered to help Cllr M Shepherd implement MFA to other Councillors.

7 Minor Grants.

Cllr M Shepherd stated at the last F&A committee meeting Councillors had discussed making donations to local charities from the remaining £1160 in the Minor Grants budget. After discussion Cllr N Barker proposed the following grants:

Baby Basic £290.00, East Anglian Air Ambulance £290.00, NARS £290.00, and Tapping House £290.00. **It was resolved to approve the proposal.**

Cllr M Shepherd asked the RFO to add the grant payments to the next monthly payment list. The RFO confirmed she had their bank details.

8 Business Manager Update

8.1 Defibrillator Checks

Cllr M Shepherd advised he had received an update from the BM. The de-fibs had been checked on the 5th March 2026 there had been no issues.

8.2 Update on Asset Register changes.

Cllr M Shepherd said that the assets have now been updated in On Parish Online and Edge Finance. The BM has now said she will update himself and the RFO as changes occur in future.

9 Correspondence

Cllr M Shepherd said a Wayleave Agreement from Aurora had been received today. Cllr C Shepherd explained the contractor had contacted the BM asking to gain access to the Sub-Station on Mountbatten Road to connect the car charging ports being installed at the Co-Op. Cllr Barker asked if the contractor is making a payment to the Parish Council to gain and retain access to the area. Councillors discussed the request. It was agreed that the BM would speak to the contractor to establish if they will agree a fixed amount to pay the Parish Council before the agreement is signed. Cllr M Shepherd asked if the BM could also request another signatory to be added for the Parish Council so Standing Orders are adhered to. It was agreed to sign the wayleave subject to some token payment being made.

10 Items for inclusion on the next agenda

To approve the minutes of the Finance and Administration Committee Meeting Monday 9th February 2026.

11 Date of next meeting – Monday 13th April 2026 at 7pm in The Loft.

The meeting was placed in closed session at 8.22pm

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

12 Leases Update

12.1 Sportsground update and lease update

Cllr C Shepherd advised there was an issue with the expiry date of the underlease. This is being dealt with by the PC solicitor.

12.2 Sports Pavilion maintenance

Cllr C Shepherd gave a brief description of the current condition of the pavilion. Councillors discussed the current and future maintenance of the pavilion.

12.3 Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said the solicitor representing the Social Club is awaiting names of the Trustees for the club.

13 Quotation for clearing the ditch and culvert replacement.

Councillors discussed the quote received. Cllr C Shepherd explained the BM had been unable to obtain quotes from any other contractors. It was approved to accept the single quote received. Cllr C Shepherd advised the BM had tried to contact the contractor to ascertain when the work will be carried out. She said an Extraordinary Full Council meeting may have to be called to authorise payment from the property reserve. **It was resolved to request Full Council to approve the expenditure of up to £2,295 from the Property Reserve to fund the work.**

With no further business the meeting was closed at 8.34pm

Action Points

Assistant Business Manager

- To confirm that BM has put in place a system to record that the PC owned laptop and iPad issued to Councillors have been checked in accordance with our IT policy.

Cllr M Shepherd

- To begin a review of the PC Information Technology systems security.
- To seek agreement from Full Council to formally write off the debt relating to invoice 2350.
- To seek agreement from Full Council to fund the work to the sportsground ditch from the Property Reserve.

Cllr C Shepherd

- To complete the BC Parish Infrastructure Investment Plan template

Business Manager

- To contact Aurora regarding the Wayleave Agreement as per minute 9

RFO

- To prepare grants for payment as per minute 7