

Minutes of the Finance Committee Tuesday 10 February 2026

FC 64/ 25 Chair welcome.

The Chair opened the meeting and confirmed proceedings would be recorded to support accurate minute-taking.

FC 65/ 25 Attendance and apologies.

Attendance: Cllr Pike (Chair), Cllr Coxon, Cllr Morgan and Cllr Newman

Present: N. Hayes (Clerk/RFO)

FC 66 / 25 Disclosable pecuniary interests and other registerable interests

RESOLVED: No disclosable pecuniary interests or other registerable interests were declared.

The Clerk advised that the meeting would be recorded for minute taking purposes

FC 67 / 25 Minutes of previous meetings

RESOLVED: The minutes of the Finance Committee meetings held on 11 November 2025, 9 December 2025, and the extraordinary meeting held on 12 January 2026 were approved and signed by the Chair.

Cllr Pike (Chair) queried whether she was permitted to sign the minutes for meetings at which she had not been present.

It was identified that the 9 December and 12 January minutes has been incorrectly signed. Standing Order 15(c) requires minutes must be signed by the chair of the meeting to which they relate. These minutes will be signed at the xx April meeting by the correct presiding councillor.

FC 68 / 25 Receipts and payments

Receipts

There were no queries raised on November or December receipts.

Payments

Several queries were raised, both via email before the meeting, and again during it:

- **Proludic £88.15** – for Bolt and socket for playground rock n roll bowl

- **Shorts and ITQED** – clarification sought on contract's costs; Clerk confirmed these are under review by Facilities & Services committee
- **Payment to S.Sowerby** (7 Nov) – Clerk to investigate, payment was entered then reversed in Rialtas
- **LGRC (£2,414.53)** – Rialtas investigated and advised that the payment had been entered twice and would need to be reversed.
- **S.Parker (£339.89)** – the payment had been entered twice and would need to be reversed
- **R.J Hayward (£150), Red Kite (£819), D.Legg (£150)** – payments for works at Holy Trinity Church; query raised about whether contractor could also cut hedges.

The Clerk will provide follow up information where required.

FC 69 / 25 Bank reconciliation 30 November 2025.

Chair requested clarification on the reconciliation signing process.

The Clerk explained differences between two November reconciliations arose during training with Rialtas, which produced extra reports reviewing unrepresented items.

December and January bank reconciliations will be provided at the next council meeting.

FC 70 / 25 Budget monitoring statement

RESOLVED: approved the budget monitoring statement to 31 December 2025.

ACTION: The committee requested if YTD figures be included in future reports, consistent with the style of the draft budget. The Clerk to investigate reporting options in Rialtas.

FC 71 / 25 EMR and Reserves Policy

The committee reviewed the April 2024 policy. The committee agreed it is adequate but required updates and better adherence.

Key discussion Points:

- General reserves currently £74,373.05; should be increased to approx. £90,000 to meet recommended 3-month expenditure guidelines.
- Policy should explicitly state this requirement
- Request for clearer narrative/explanations for each EMR
- Proposal that the Council should not maintain an EMR for Blooms.
- Cemetery income might be moved to an EMR annually, but only via Council approval.
- Clerk confirmed unspent funds automatically roll into General Reserves unless transferred to EMRs.

Actions:

- Clerk to investigate whether explanatory notes can be added to EMR lines in Rialtas.
- EMR policy will go back to Full Council for agreement as part of the 2026/27 budget process.

FC 72 / 25 Budget Review for 2026/27

Key Points Raised

- Consistency needed across leases, asset maintenance, and health & safety cost coding.
- Proposal to consolidate:
 - Vehicle fuel into one cost line.
 - Tree budget into a single centre.
 - Events budget into one line (£14,000 total).
 - Health & Safety under Administrative budget.
- Request for improved financial reporting:

- Summary versions plus deeper detail where necessary.

- Cemetery income figure adjusted to £57,000 following review.
- Grounds maintenance and equipment budgets were reviewed; Clerk adjusted based on shared documents.
- Queries regarding allotments expenditure, including deer fencing funded by CIL but appearing under misc.
- Clarifications sought regarding cleaning costs and miscellaneous staff costs.
- Request for budget assumptions to clearly reflect increases and amendments.

EMR Related Budget Points

- Request to remove £10,000 EMR allocations for grounds maintenance and cemetery (subject to Council approval).
- Clerk to confirm process for year-end EMR transfers following Rialtas training.
- Query raised about creating dedicated Christmas/Events EMR.

Actions for Clerk

- Consolidate relevant cost centres after budget approval.
- Update projected Tennis income.
- Verify and update salary figures for 2026/27.
- Update budget assumptions.
- Update EMR structure in Rialtas in line with proposed changes.
- Clarify external audit fee budget (completed).
- Add H&S-highlighted tree works to the Risk Register with notes.
- Confirm costs following Facilities & Services meeting (12 Feb).

UNRESOLVED: Committee was unable to reach agreement on the final budget.

The extraordinary meeting scheduled for 17 February will now be an extraordinary Finance Committee meeting. Extraordinary Council meeting scheduled for 24 February 2026.

FC 73 / 25 CIL Applications: Charters School

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee.

FC 74 / 25 CIL Applications: Sunningdale Bowling Club

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee.

FC 75 / 25 Community Grant Applications

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee.

FC 76 / 25 Parish Council Credit Card and spending policy

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee.

FC 77 / 25 Variable Direct Debit – Castle Water

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee.

FC 78 / 25 Information sharing

Cllr Pike proposed that this agenda item be postpone and moved to the next Finance Committee meeting. This was approved by the committee. The Clerk added these notes to the minutes for information sharing.

ACTION: 3-year financial projection will be published with papers for the extraordinary meeting of council on the 24 February.

Virement Policy would be added to March Council agenda

Next scheduled Finance Committee meeting: Tuesday 14th April

Meeting notes

The meeting started promptly at 7:30 pm.

The meeting closed at 21:34 pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____