



Minutes of the Finance Committee Tuesday 14 April 2026

FC 88/ 25 Chair welcome

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

FC 89/ 25 Attendance and apologies

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

Present: N. Hayes (Clerk/RFO)

FC 90/25 Disclosable pecuniary interests and other registerable interests

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

Cllr Coxon declared an interest as an allotment holder.

FC 91/25 Public adjournment

No questions were received from any members of the public prior to or during the adjournment.

FC 92/25 Minutes of previous meetings

TO NOTE: The minutes of the meeting for the 9 December 2025 and the 12 January 2026 were re-signed by the presiding Chair (Min ref: FC 67/25)

RESOLVED: To approve the minutes of the meeting for the 17 February 2026.

TO NOTE: The minutes of the 10 February 2026 will be amended as requested as there was a spelling error and some missing information relating to FC 67/25. They will be brought back to the next meeting for approval.

FC 93/25 Receipts and Payments

The Committee raised various queries regarding payments and receipts for the period 1 January to 31 March 2026.

Query	Reply
February Receipt: Playball – £63 refund	A refund for field hire approved in the previous financial year was not processed at the time. Playball later contacted the office, and the refund was issued.
9 Jan Receipt: Reversal of £1,012.50	A refund for hire of the community room to the Cadets due to the works being carried out.
20 January Receipt: £1,275 rent received from JP	This should read rent received from JR. The entry was a typing error.

20 January Payment: Flagpole inspection of £456	The 2024 inspection costs £570. A new supplier was used in 2025 at a reduced cost. Annual inspection is a health and safety requirement.
Payment to Shorts (February) £1,131	Shorts provide weekly collections for dog bins and green bins. Higher monthly costs reflect five-week months. Additional costs of £366 and £490.80 related to skip hire. (Allotments and Holy Trinity hedge cutting) A trial with a new dog bin contractor has been agreed (Min ref: FS 55/25)
Lamps and Tubes – multiple costs	Costs cover installation, removal, storage, testing, repairs and in-situ checks of Christmas lighting. All costs are within the approved Christmas Events budget. A three-year contract runs until March 2027 Blachere were a previous contractor.
Garden machinery servicing - £3,788	Covers annual servicing of all machinery. Costs are within the approved budget. Winchester is currently a preferred supplier: alternative quotes will be explored due to cost level.
6 Feb payment: Christmas lunch	Approved by the Chair and funded from the Chairmans allowance as recognition for officer support at the Christmas event.
6 March payment: Longacres (topsoil and turf)	Related to remedial work around the edge of the sandpit.
23 March Castle water refund £409	Allotment account refund following correction of an estimated bill after submission of an actual meter reading.
Proludic payment £88.15	As per FC 68/25 (10 February 2026), payment related to a bolt and socket for playground equipment.
Officer paid twice	Entry duplicated in error, payment was reversed. Officer was not paid twice.

TO NOTE:

Members requested more detailed descriptions for receipts and to avoid use of miscellaneous where possible.

Members queried visibility of invoices and regularity of financial reporting.

Explanations were provided regarding payment authorisation processes and officer expenses.

It was suggested that the invoice and payment process be documents and shared with all councillors.

FC 94/25 **Bank Reconciliation**

RESOLVED: To approve the bank reconciliation as at 31 December 2025, 31 January 2026 and 28 February 2026.

TO NOTE: Cllr Pike asked for clarification on the reconciliation process. The Clerk confirmed the procedure, including councillor sign-off and review by the internal auditor.

FC 95/25 Actions from previous meetings

RESOLVED: The committee agreed to prioritise actions as follows:

Priority items

- Payment Queries
- CCLA Investment
- RBWM CIL discrepancy
- Investment Strategy
- CIL Policy (following approval of the Business Plan)

Other Actions:

- **Cost saving suppliers** – (overseen by the Facilities and Services Committee)
- Medium Term Financial Plan
- **Project updates:** Novello, Holy Trinity Church and Berks County Football Club
- **Neighbourhood Plan Costs and approvals.** (Confirmation that it will be shared between two councils)
- **Rialtas administration** (Clerk to manage)
- Forecast of CIL cashflow for 26/27 and 27/28

FC 96/25 Virement Policy

DEFERRED: The Committee did not consider a policy necessary at this stage and requested a clearer rationale if one is required.

FC 97/25 Financial Regulations

A discussion took place and feedback was provided by Cllr Pike, relating to sections 4.2, 4.5, 4.7, 4.8, 5.4, 5.5, 7.12, 8.1, 11.6.

TO NOTE: The Clerk will clarify suggested amendments and is working towards improved consistency, version control and formatting across policy documents.

FC 98/25 Parish Council debit card and spending policy

DEFERRED: Further information was requested before the proposal is brought to Council.

Members expressed:

- Support in principle for a debit card
- Concerns regarding fraud and security
- A preference for the Clerk only to hold a card
- Requests for clarity on costs, transaction frequency and operational controls.
- Clarification on the purpose of a purchasing card.

At this point in the meeting, it was agreed to extend the meeting by 15 minutes.

FC 99/25 E-On Next direct debit for gas supply to the Pavilion Building

RESOLVED: To approve the setting up of a direct debit to E-ON Next for the gas supply to the Pavilion Building.

FC 100/25 Financial Investment Strategy

DEFERRED: Due to time constraints this item was deferred to the next meeting.

FC 101/25 CIL Payment process

- TO NOTE:** The Committee discussed the current process for making Community Infrastructure Levy (CIL) payments and sought clarification best practice.
- Members expressed a preference to reduce financial risk by paying CIL awards in staged proportions across the length of the build period, rather than a single upfront payment. The Committee also requested regular progress statements from each successful applicant to support this approach.
- TO ACTION:** The Clerk to seek guidance on the correct financial and procedural approach to staged payments, including consultation and to report back to the Finance Committee with recommendations for consideration.

FC 102/25 Replacement gates at the Allotment

- DEFERRED:** Due to time constraints this item was deferred to the next meeting.
- TO NOTE:** The committee did advise that they would like to see the specification sent out and the quotes from each supplier. Comments were made about the number of locks required for the gate, and they would like more information.

FC 103/25 CIL Policy Review

- DEFERRED:** Due to time constraints this item was deferred to the next meeting.

FC 104/25 Oral Update from the Clerk

- DEFERRED:** Due to time constraints this item was deferred to the next meeting.

Meeting notes

The meeting started at 6:46pm.

The meeting closed at 9:07 pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____