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Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on Tuesday 15th September 2026 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Fabry, Cllr Davies, Cllr Gallagher, Cllr Veck, Cllr Hart, Cllr Campbell, Cllr Wood.

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

No members of the public were in attendance

1. **PF1250** CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, and reminded members of the importance of confidentiality on any items listed under the confidential heading.

2. **PF1251** PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no public questions.

3. **PF1252** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Griffiths, with Cllr Hart substituting, and from Cllr Gordon-Garrett with Cllr Campbell substituting. Apologies were also received from Cllr Harman.

4. **PF1253** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. **PF1254** TO ADOPT THE COMMITTEE'S MINUTES OF 23RD JUNE 2026

Proposed by: Cllr Fabry **Seconded by:** Cllr Gallagher
The minutes of 23rd June 2026 were **agreed** and **adopted.**

6. **PF1255** TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
   a. Finance Officer's report.

   The Responsible Financial Officer summarised the report and explained its purpose.

   Committee **noted** the Finance Officer's report.

   b. Bank account & Bank Reconciliation statements (for signing).

   Proposed by: Cllr Fabry **Seconded by**: Cllr Wood
   Committee **resolved** to **agree** to the signing of the bank account and bank reconciliation statements.

   c. Income & Expenditure report.

   Committee **noted** the Income and Expenditure report.

d. Balance Sheet.

Committee **noted** the balance sheet.

e. CIL & S.106 report (income, expenditure & bids).

Committee **noted** the CIL & s.106 report.

f. List of payments (for approval).

Proposed by: Cllr Fabry **Seconded by**: Cllr Gallagher
Committee **resolved** to **approve** the list of payments.

7. PF1256 TO NOTE A REPORT ON BUDGET PLANNING FOR 2027/28

The Chair introduced the report in the papers and some background as to the reason for this paper.

There was a discussion, which was supportive of the report and highlighting key areas for Committee Chairs to be aware of.

Committee **noted** the report.

8. PF1257 TO DISCUSS THE DRAFT 2027/28 BUDGET

The Clerk summarised the purpose of this item at this early stage.

The Chair thanked the RFO for the work on the budget so far, highlighting the details in the covering report.

Cllr Davies also thanked the RFO for the work on this budget and was pleased to see the budget discussion starting earlier this year, but was not happy with the initial percentage increase on the Band D precept.

Cllr Gallagher spoke as Chair of the Leisure & Amenities Committee, that there would be a need for further discussion through the Committee about areas where expenditure is needed.

There was a discussion about generating additional advertising income.

The RFO reinforced the next steps in budget setting moving forward.

9. PF1258 TO ADOPT THE FOLLOWING POLICIES

a. Recording of public meetings policy

It was proposed to adopt this policy, subject to a minor amendment to point 2.3.

Proposed by: Cllr Alexander **Seconded by:** Cllr Fabry
Committee **resolved** to **agree** to this proposal by majority, with one abstention.

b. Equality & diversity policy statement

It was proposed to adopt this policy, subject to a minor amendment within point 1.

Proposed by: Cllr Alexander **Seconded by**: Cllr Hart
Committee **resolved** to **agree** to this proposal.

c. Safeguarding policy

It was proposed to adopt this policy, subject to a couple of spelling corrections.

Proposed by: Cllr Alexander **Seconded by**: Cllr Fabry
Committee **resolved** to **agree** to this proposal

d. Document retention policy

It was proposed to adopt this policy as read.

Proposed by: Cllr Alexander **Seconded by:** Cllr Wood
Committee **resolved** to **agree** to this proposal

e. Commercial Health & Fitness activities in parks licence agreement

It was proposed to adopt this policy, subject to an amendment to bring the GDPR policy statement in line with the current Council policy, and a minor amendment to the application form.

Proposed by: Cllr Alexander **Seconded by:** Cllr Fabry
Committee **resolved** to **agree** to this proposal

f. Treasury management policy

It was proposed to adopt this policy, subject to a minor amendment to bring the objectives section in line with the Controls.

Proposed by: Cllr Alexander **Seconded by:** Cllr Wood
Committee **resolved** to **agree** to this proposal

10. PF1259 TO AGREE THE REVISED YOUTH MAYOR HANDBOOK

Cllr Veck introduced the report and summarised the background to this item.

There was a discussion on the Youth Mayor's Handbook, that neither in the papers were really finished documents ready for a decision to be made.

It was proposed that Committee add the Youth Mayor's handbook to the remit of the Mayor's TFG, and that Committee accept timeline 1.

Proposed by: Cllr Veck **Seconded by:** Cllr Fabry
Committee **resolved** to **agree** to this proposal

11. PF1260 TO AGREE A RECOMMENDATION TO FULL COUNCIL ON ADOPTING A STATEMENT OF POLITICAL NEUTRALITY

The Town Clerk summarised the report and the background to it. There was a lengthy discussion on the policy.

It was proposed that the statement be referred to Full Council following any further amendments that Councillors would like to put forward to the Town Clerk.

Proposed by: Cllr Alexander **Seconded by:** Cllr Davies
Committee **resolved** to **agree** to this proposal

12. PF1261 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

The TFG has recently completed an audit which came out really well.

b. Community Buildings Working Group

A meeting is scheduled for this coming Thursday.

c. Funding for Community House works including Air Source Heat Pumps

There has been no progress of this TFG, although a survey on Air Source Heat Pumps is scheduled at Community House soon.

d. Business Plan Review

Work on this is currently progressing through Committees.

13. PF1262 DATE OF NEXT MEETING – TUESDAY 17TH NOVEMBER 2026

The next meeting was confirmed as 17th November 2026.

14. PF1263 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Fabry **Seconded by:** Cllr Hart
Committee **resolved** to **exclude** press and public from the remaining agenda items.

NOTE: *In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the rest of the meeting.*

15. PF1264 UNPAID INVOICE REPORT

Committee **noted** the unpaid invoice report.

There being no further business, the meeting was closed at 21:19