George Dyson
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Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 23rd June 2026 at 7:30pm.

Present: Cllr Alexander, Cllr Griffiths, Cllr Fabry, Cllr Davies, Cllr Gallagher, Cllr Gordon-Garrett, Cllr Hart, Cllr Campbell (non-voting member).

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer), Kevin Bray (Parks Officer)

No members of the public were in attendance

1. **PF1234** 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. **PF1235** 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. **PF1236** TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Harman, with Cllr Hart substituting, apologies were also received from Cllr Wood and Cllr Veck.

4. **PF1237** TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. **PF1238** TO ADOPT THE COMMITTEE'S MINUTES OF 5TH MAY 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
The minutes of 5th May 2026 were **agreed** and **adopted.**

6. **PF1239** TO ELECT A COMMITTEE VICE-CHAIR

It was proposed that Cllr Griffiths be Committee vice-chair.

Proposed by: Cllr Davies **Seconded by:** Cllr Gordon-Garrett
Committee **resolved** to **agree** to this proposal.

7. **PF1240** TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
   a. Finance Officer's report.

   The RFO introduced the report and summarised why the report is important.

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

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

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

c. Income & Expenditure report.

Cllr Campbell asked about the interest we are receiving, the RFO confirmed where the interest shown on the report had come from and when more was expected.. Cllr Gallagher asked about the amount available for the Neighbourhood Plan, the Clerk confirmed that this was low as there had not been any money budgeted, and any expenditure has just been running down the earmarked reserve.

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

d. Balance Sheet.

Cllr Gallagher asked for confirmation that no funds from the money going to the General Reserve will be reclaimed, particularly noting the s.106 payments.

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 Griffiths **Seconded by**: Cllr Gordon-Garrett
Committee **resolved** to **approve** the list of payments.

8. PF1241 TO NOTE THE TRANSFER OF FUNDS INTO A FIXED TERM DEPOSIT ACCOUNT

Committee **noted** the transfer of funds.

There was a discussion about the possibility of investing additional funds, and the Clerk confirmed that a Treasury Management policy is in the process of being developed.

The Chair brought forward item 1245 to be discussed at this point.

9. PF1245 TO AGREE A RECOMMENDATION ON THE PURCHASE OF A UTV

There was a brief discussion on the background to this item, and how it is being budgeted, there was also discussion about the importance of the Leisure and Amenities Committee reviewing the planned replacement dates.

It was proposed to recommend that Council agree to purchase the UTV.

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

The Parks Officer left at this point (20:06)

10. PF1242 TO AGREE A REVISED GRANTS POLICY

The RFO introduced the item and summarised the report, there was a brief discussion about the impact of the proposed changes, and the different processes for Community Grants and Service Level Grants.

It was proposed that the policy be adopted subject to moving the amended text up to higher on the page and that a covering letter explaining the application process and a template form for showing the calculation for how the requested funds will be spent is to be included as part of the application pack.

Proposed by: Cllr Fabry **Seconded by:** Cllr Gordon-Garrett
Committee **resolved** to **agree** to this proposal.

11. PF1243 TO AUTHORISE A VIREMENT OF MONEY

The RFO introduced the report and summarised the reasons for this.

There was a discussion about the IT equipment which would need replacing over the coming years, and a need to plan which reserves need to be built up across Council budgets.

It was proposed to agree that the virement be authorised, as per the recommendation in the report.

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

12. PF1244 TO NOTE THE 2025/26 YEAR END FINANCIAL UPDATE

The report was **noted**.

13. PF1246 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

There is no report, and an audit is planned soon.

b. Community Buildings Working Group

This group is planning to meet next week.

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

This group is yet to meet.

d. Business Plan Review

Work on this is ongoing, and another meeting will be held soon.

14. PF1247 DATE OF NEXT MEETING – TUESDAY 15TH SEPTEMBER 2026

The next meeting was confirmed as 15th September 2026.

15. PF1248 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Davies
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.*

16. PF1249 UNPAID INVOICE REPORT

The RFO summarised the report and explained what is being done to chase up payments, highlighting one debtor who is proving to be particularly slow to pay.

Committee **noted** the unpaid invoice report.

There being no further business, the meeting was closed at 20:28