FERNHURST PARISH COUNCIL

Finance and Administration Committee Meeting Wednesday 29 July 2026 Minutes

Minutes of the Finance and Administration Committee meeting held at The Hub, Fernhurst, at 7.00pm on Wednesday 29 July 2026

Councillors Present: Cllr Heather Bicknell, Cllr Bill Black (Chair), Cllr Graham Inns, Cllr Chris Lloyd, Cllr Graeme Williamson

Also Present: Mrs E Ford (Clerk)

F/11/26 Apologies For Absence
Apologies were received from Cllrs Buchanan and Stroud-Matthews.

F/12/26 Declarations of Interest: None

F/13/26 To Appoint Vice Chair of Committee

RESOLVED: to appoint Cllr Rebecca Stroud-Matthews as Vice Chair of the Committee for 2026/2027

F/14/26 To approve the minutes of the meeting held on the 29 April 2026

RESOLVED: To approve the minutes of the meeting held on 29 April 2026

FINANCE

F/15/26 Review of Bank Mandate
The Parish Council had three accounts with the National Westminster Bank Plc. Cllr Bicknell was the registered administrator of the Bankline online access to the accounts and could produce financial reports and independently make changes to the mandate (the official written instructions to the bank on the operation of the accounts). The Clerk was registered with Bankline to produce financial reports and set up online payments or transfers. These payments would then require online approval at the bank by two of the five Councillors who were registered as online signatories. Two Councillor signatories were required for the signing of cheques. **ACTION: Clerk** to detail the banking process and list signatories on the Risk Management Schedule.
Total Parish Council funds were currently only slightly over the £120K Financial Services Compensation Scheme cover limit. **ACTION: Clerk** to provide information to the September Full Council meeting for a new savings account to enable all Council funds to be covered by the FSCS.

F/16/26 Review of First Quarter Accounts – 1 April to 30 June 2026
A report on the first quarter accounts of the 2026/2027 financial year had been previously circulated to Councillors and was reviewed at the meeting with no concerns.

F/17/26 Verification of Council Property Titles
The property titles for Vann Common, the Village Green and the burial ground, the leases for the public toilets and the playground, other licences and a list of documents held by the County Records Office were held at local solicitor offices and/or the Parish Council office. **ACTION: Clerk** to complete a master list of all documents. **ACTION: Clerk** to create digitised records of all documents where possible.

ADMINISTRATION

F/18/26 Review of Standing Orders
The Parish Council had adopted the latest model Standing Orders in September 2025. Revision of the document was considered.

RESOLVED: to recommend that the September Full Council meeting adopt the 2025 Standing Orders with no changes.

F/19/26 Review of Financial Regulations
Similarly the latest model version of the Financial Regulations had been adopted in September 2025, with changes to the payment authorisation and procurement limits to fit the needs of the Council. Revision of the document was considered.

RESOLVED: to recommend that the September Full Council meeting adopt the 2025 Financial Regulations with no changes.

F/20/26 Review of Councillor Registers of Interests
It was necessary for Councillors to carry out an annual check that their Register of Interests was up to date. **ACTION: Clerk** to request each Councillor to review their Register of Interests. It was noted that any new Disclosable Pecuniary Interest should be added to the register and copied to the Clerk in time for it to be forwarded to the Monitoring Officer within 28 days.

F/21/26 To Decide Plan for the Review of other Governance and Policy Documents
The Clerk had updated a master list of the Council key documents with a programme for review. **ACTION: Clerk** to copy master list to Councillors.

F/22/26 Date of Next Meeting – Monday 19 October 2026

The meeting ended at 7.40pm

Chairman Signed:

Date: