

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 13th July 2026 at 7.00pm.

Present: Cllrs Mike Shepherd (Chairman), Coral Shepherd and Brett Thomas

In attendance: Jo MacCallum Responsible Finance Officer (RFO).

Geraldine Scanlon Assistant Business Manager (ABM)

Absent

The meeting started at 7.11pm

- 1 Apologies for absence** – Cllrs N Barker and S Whitehead
- 2 Declarations of interest and requests for dispensations by councillors in any agenda item**
Cllr C Shepherd declared an interest in agenda item 14 (a) – Sports Pavilion update.
- 3 Public participation** – None present
- 4 (a) Minutes of the Finance & Administration Committee meeting 8th June 2026.**
The minutes of the meeting were approved as a correct record and duly signed by the Chairman after the following amendments are made.
Minute 2 – to read duly elected as Vice Chairman

(b) To review action list
The action list was reviewed with those completed removed.

(c) To consider matters arising
There were no matters arising.
- 5 Current Financial Position**
 - a) IAC Monthly and Quarterly reports**
The monthly and quarterly IAC reports had been circulated via SharePoint prior to the meeting. Cllr M Shepherd confirmed that, for both the monthly and quarterly IAC checks, the bank reconciliations for the period of 1st April 2026 to the 30th June 2026 were in order and the financial reports presented to councillors were numerically consistent. All payments were authorised in accordance with the financial regulations.
The Quarter 1 VAT return was submitted on the 3rd July 2026 and the sum payable to HMRC is £58.22.
 - b) Monthly financial reports**
Cllr M Shepherd said all the usual financial reports had been placed on SharePoint prior to the meeting and asked Councillors if they had any questions regarding the finances.
There were no questions raised.
 - c) Aged debtors**
There were two debts outstanding on 30th June, neither of which were aged. The ABM advised that invoice number 2522 had been paid on the 6th July. Cllr M Shepherd said the only invoice outstanding was invoice 2520.

d) Reserves

Cllr M Shepherd said the reserves report has been circulated via SharePoint and asked the committee if they had any questions. There were no questions raised.

Cllr C Shepherd advised that the BM was obtaining quotes for the Priority Projects list and said she hoped to present the list to F&A at the September Committee meeting.

Cllr M Shepherd said he had liaised with the RFO regarding how the reserves would be managed once the priority projects had been agreed by Full Council. He proposed that a cost code be set for each project and put in as a budget line. **It was resolved to agree the proposal.**

6 IT Update

Cllr M Shepherd asked if both the RFO and the ABM had been able to log into the new Edge portal successfully. Both the RFO and ABM confirmed they had.

The ABM said she had started to look at the replacement software for publisher, Affinity however, she said due to the number of hours needed to do the Editor's role for the current edition of the Village Voice she had not been able to do much training. Cllr M Shepherd asked if the ABM would require the second monitor from her workstation at home. The ABM said if she needed too, she would let us know.

7 Purchase of IT Equipment

(a) iPad for Councillor use.

Cllr M Shepherd said he had been advised by a Councillor that he was no longer able to use his personal device to access SharePoint and Email. Cllr M Shepherd said he had researched the specifications, costings, and availability of iPads, he had collated the information and placed three options onto SharePoint for Councillors, prior to the meeting. After discussion Cllr M Shepherd proposed the PC purchase an Apple iPad A16 (256GB, Wi-fi only) with power adapter and a Targus VersaVu case from John Lewis. **It was resolved to approve the proposal.**

(b) Meeting Owl Carry Case

Cllr M Shepherd said he had circulated via SharePoint some options for carry cases available for the Meeting Owl. Councillors discussed the options. Cllr M Shepherd proposed the PC purchase the Owl Labs branded Hard Case for £212.29 inc. VAT from Amazon. **It was resolved to approve the proposal.**

Cllr M Shepherd advised that code 1145 – New Replacement IT Hardware would be used for both purchases.

(c) Any Other Item

There were no other items suggested.

8 Asset Valuation Policy

The Asset Valuation Policy is due for review, and the current policy had been circulated via SharePoint for the meeting. After discussion it was agreed that no changes are needed. Cllr M Shepherd proposed that the F&A Committee presents the policy to Full Council for readoption. **It was resolved to approve the proposal.**

9 Data (Use and Access) Act 2025 – Consider process for responding to GDPR complaints

Cllr M Shepherd advised that due to the above Act of Parliament coming into force we may need a new policy or procedure required around data protection complaints. After discussion it was agreed the RFO would search for a template and forward it on to the BM. The BM was requested to research what is required and to produce a draft policy or procedure for the September F&A Committee meeting.

10 Business Manager Update

(a) Defibrillator Checks

The BM had carried out the Defibrillator checks and there were no issues.

11 Correspondence

Cllr C Shepherd advised she had met with the DVCA Chairman and a gentleman from EOC to obtain quotes for air conditioning in the Comms Room, the Loft, and the PC office. The quotes have been received and will be discussed at the next DVCA trustee meeting, with a view to the DVCA making part payment for the installation and purchase of air conditioning for the Comms Room. Cllr C Shepherd said there were some details that would need finalising before F&A could request Full Councils agreement to the installation of the air conditioning. The committee agreed that a proposal should be put to full council as soon as possible to allow funding from the Property Reserve.

12 Items for inclusion on the next agenda

Data (Use and Access) Act 2025 – Consider process for responding to GDPR complaints

13 Date of next meeting – Monday 14th September 2026 at 7pm in The Loft.

The meeting was placed in closed session at 8.01pm

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

14 Leases Update

(a) Update on Sportsground Lease.

Cllr C Shepherd advised that there had been an issue with the Lease which the DSGA solicitor had highlighted. The PC solicitor has been informed however, there is no update from our solicitor. Cllr C Shepherd said she would contact our solicitor.

(b) Sports Pavilion Update

Cllr C Shepherd said the Borough Council CIL Grant application had been approved and the work is due to start in September 2026.

(c) Update on Queen Elizabeth II Jubilee Hall Lease and Rent Review

Cllr C Shepherd said there was no update. After discussion it was agreed to formally invite the Social Club Chairman to attend the next F&A Committee meeting, Cllr C Shepherd advised she would write a letter to the Chairman

15 Zurich Insurance Renewal

Cllr M Shepherd said the insurance renewal circulated via SharePoint by the BM was for information purposes only as the PC have signed a three-year contract with Zurich, of which the first year has now expired.

With no further business the meeting was closed at 8.29pm

Action Points

Cllr M Shepherd

- To begin a review of the PC Information Technology systems security.
- To present the Asset Valuation Policy to Full Council for readoption.

Cllr C Shepherd

- To write to the Social Club Chairman formally inviting him to the next F&A Committee meeting

Business Manager

- To research the requirements for the Data (Use and Access) Act 2025 for the September F&A Committee meeting.
- To arrange the purchase of the iPad and accessories as per minute 7a
- To arrange the purchase of the Meeting Owl case as per minute 7b

RFO

- To forward Data (Use and Access) Act 2025 template to the BM if available.