



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday May 1st 2025 starting at 11am.

Members of Advisory Committee present:

Voting:- Cllrs Graham Chillcott (Chair); Jackie Rhodes; Sylvia Wiggins;

Non Voting:- Mr. David Rigby – Clerk and RFO

A G E N D A (with draft notes of discussion)

1. Apologies for absence.

None

2. Declarations of Interest.

None

3. Review of notes of previous meeting (February 24th 2025)

All voting members present at the last meeting were happy that the notes of the meeting held on February 24th 2025 accurately reflected the discussions.

4. Verbal update on preparation of the Annual Governance and Accountability Return (AGAR) for 2024/25 following the conclusion of the Final Internal Audit.

DR (as R.F.O) advised that the Final Internal Audit had taken place with no concerns raised by the Internal Audit. The AGAR submission was checked and will be presented for approval at the Council meeting on May 13th 2025

5. Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee.

DR (as Clerk) advised that the Insurance renewal quotation had been received. For the last three years a “Long Term Agreement” had been in place with the insurers which had kept price increases down. This year’s renewal quote is £940 compared to £764 last year. £800 had been allocated in the budget. DR will be obtaining further quotes which hopefully will be received in time to be presented at the Council meeting on May 13th 2025.

GC commented about concerns raised at a recent meeting regarding the current Local Government Re-Organisation plans that a cap may be imposed on Town and Parish Councils precepts.

6. Agree date for next meeting.

Thursday September 4th 2025, 11am (provisional)

Meeting closed at 11.18am

Copythorne Parish Council - Finance AC Meeting – May 1st 2025

Item 3 – Review of notes of previous meeting (February 24th 2025)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Monday February 24th 2025 starting at 11am.

Members of Advisory Committee present:

Voting:- Cllrs Graham Chillcott; Jackie Rhodes; Sylvia Wiggins;

Non Voting:- Mr. David Rigby – Clerk and RFO

A G E N D A (with Draft notes of discussion)

1. Apologies for absence.

None

2. Declarations of Interest.

None

3. Review of notes of previous meeting (December 2nd 2024)

All voting members present at the last meeting were happy that the notes of the meeting held on December 2nd 2024 accurately reflected the discussions.

4. Review of the report prepared by the Responsible Financial Officer of expected income and expected expenditure against the approved budget for the 11 months to February 28th 2025

DR (as RFO) read his report (a copy of which is attached to these notes) and confirmed that expenditure and income is as expected. Members noted the report.

5. Consideration of any required virements against the 2045/25 Budget

DR (as RFO) read his report (a copy of which is attached to these notes). All members were happy with the recommendations for virements.

ACTION – RFO to prepare report for approval at Council meeting on March 11th 2025

6. RFOs report on the expected level of Council reserves as at February 14th 2025

DR (as RFO) read his report (a copy of which is attached to these notes). Members noted the report and thanked the RFO for his continued hard work on the Council's Finances.

7. Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee.

None

8. Agree date for next meeting.

Thursday April 24th 2025, 11am (provisional)

Meeting closed at 11.32am