



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday September 11th 2025 starting at 1pm.

Members of Advisory Committee present:

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

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

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

1. **Election of a Chair**
Cllr. Rhodes proposed Cllr. Chillcott, seconded by Cllr. Wiggins - Carried
2. **Apologies for absence.**
None
3. **Declarations of Interest.**
None
4. **Review of notes of previous meeting (May 1st 2025)**
All voting members present at the last meeting were happy that the notes of the meeting held on May 1st 2025 accurately reflected the discussions.
5. **Verbal update on Conclusion of Audit for 2024/25 and new requirements for 2025/26 Annual Governance and Accountability Return (DR).**
DR (as RFO) advised that the External Auditor issued the "External Auditor's Report and Certificate" (Section 3 of the AGAR) on July 29th 2025. No issues were raised. The Notice of Completion of Audit (and Sections 1-3 of the AGAR) was added to the Council's website on August 4th 2025. A paper copy of the notice was also added to all seven Council noticeboards and remained in place for a period of 14 days.

He further advised that BDO LLP will continue as External Auditor for 2025/26 and that an additional requirement "Assertion 10" relating to Digital and Data compliance will be added to the AGAR. DR concluded by advising that he will be attending a Digital and Data Compliance workshop being run by HALC on November 13th 2025.

Members of the Advisory Committee asked that their thanks for the RFOs hard work on the 2024/25 AGAR and the finances of the Council in general be noted.
6. **Review of the report prepared by the Responsible Financial Officer of expected income and expenditure against the approved budget for the six months to September 30th 2025. (DR)**
DR (as RFO) talked members through a copy of his report. Report noted, no questions raised.

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

DR advised that with the Advisory Committee system in place for over five years he felt that it was time to ask each Advisory Committee to review their aims and responsibilities. As RFO he would undertake this review and present his thoughts at a future meeting. Members noted this.

8. Agree date for next meeting.

Thursday November 20th 2025, 12pm (provisional)

Meeting closed at 1.21pm

Copythorne Parish Council – Finance Advisory Committee Meeting – Sept 11th 2025

Item 1 – Election of a Chairman

The Terms of Reference for the Finance Advisory Committee state the following:-

The voting members of the Finance Advisory Committee will elect a Chairman annually.

Voting members of the Finance Advisory Committee are able to nominate themselves or another member for election to the role of Chairman. Any nomination needs to be seconded.

Should there be more than one person nominated then a vote will take place in accordance with Standing Order 8:-

“Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.”

David Rigby, Clerk
September 4th 2025

Copythorne Parish Council – Finance Advisory Committee Meeting – Sept 11th 2025

Item 4 – Review of notes of previous meeting (May 1st 2025)

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 11th 2025, 11am (provisional)

Meeting closed at 11.18am

Clerk Costs / Office Costs												
Item	Clerk's Salary	Office Allowance	Mileage	Payroll Service	Office Admin	Office Phone	IT Equip	Antivirus Software	DPA Licence	Software licences	Bank Charges	Totals
Budget	15400.00	300.00	240.00	165.00	125.00	220.00	170.00	50.00	35.00	250.00	50.00	17,005.00
Q1 25/26	3621.35	71.48	63.90	140.00	7.30	60.09	0.00	0.00	0.00	38.97	12.75	4,015.84
Q2 25/26	3908.71	75.00	57.15	0.00	18.00	33.40	0.00	0.00	0.00	38.97	12.75	4,143.98
Q3 25/26												0.00
Q4 25/26												0.00
Actuals	7530.06	146.48	121.05	140.00	25.30	93.49	0.00	0.00	0.00	77.94	25.50	8,159.82
% Spent	49%	49%	50%	85%	20%	42%	0%	0%	0%	31%	51%	48%
Overspend?	No	No	No	No	No	No	No	No	No	No	No	No

General Admin												
Item	Room Hire (incl BB)	Stationary Postage Print	Parish Newsletter	Stanleys Own Magazine	Annual Parish Meeting	Defib supplies	Website					Totals
Budget	550.00	220.00	700.00	250.00	50.00	200.00	700.00					2,670.00
Q1 25/26	96.00	64.41	168.00	0.00	31.90	205.00	0.00					565.31
Q2 25/26	96.00	33.72	170.00	0.00	0.00	0.00	360.00					659.72
Q3 25/26												0.00
Q4 25/26												0.00
Actuals	192.00	98.13	338.00	0.00	31.90	205.00	360.00					1,225.03
% Spent	35%	45%	48%	0%	64%	103%	51%					46%
Overspend?	No	No	No	No	No	No	No					No

Subscriptions/Mandatory/Grants												
Item	HALC/Nalc Subs	SLCC Subs	GIS / Map software	Audit Fees	Insurance	Elections	Training	S137 Grants	Wreath	Subscriptions		Totals
Budget	1050.00	220.00	150.00	660.00	800.00	0.00	500.00	500.00	30.00	40.00		3,950.00
Q1 25/26	1018.00	190.00	0.00	187.50	851.18	0.00	35.00	500.00	0.00	36.00		2,817.68
Q2 25/26	0.00	0.00	0.00	210.00	0.00	0.00	249.00	0.00	0.00	0.00		459.00
Q3 25/26												0.00
Q4 25/26												0.00
Actuals	1018.00	190.00	0.00	397.50	851.18	0.00	284.00	500.00	0.00	36.00		3,276.68
% Spent	97%	86%	0%	60%	106%	#DIV/0!	57%	100%	0%	90%		83%
Overspend?	No	No	No	No	Yes	No	Yes	No	No	No		No

Misc & Playground												
Item	Chair's Allowance	External Asset Maint	Telephone Box Maint.	Splitwind Pond	Lengthsman		RPII Op Insp	RPII Ann. Insp	Playground Regular Maint	Longer Term Maint. Reserve	Visual Inspection Traning	Totals
Budget	250.00	250.00	0.00	0.00	500.00		110.00	110.00	220.00	500.00	200.00	2,140.00
Q1 25/26	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Q2 25/26	0.00	46.04	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	46.04
Q3 25/26												0.00
Q4 25/26												0.00
Actuals	0.00	46.04	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	46.04
% Spent	0%	18%	#DIV/0!	#DIV/0!	0%		0%	0%	0%	0%	0%	2%
Overspend?	No	No	No	No	No		No	No	No	No	No	No

Other & Projects												
Item	Contingency	Benches	Website Switch	War Memorial	Enviro projects	New Projects					VAT Paid	Totals
Budget	500.00	500.00	750.00	500.00	250.00	2,000.00						4,500.00
Q1 25/26	0.00	72.39	0.00	0.00	0.00	0.00					155.19	227.58
Q2 25/26	0.00	0.00	0.00	0.00	0.00	0.00					122.24	122.24
Q3 25/26												0.00
Q4 25/26												0.00
Actuals	0.00	72.39	0.00	0.00	0.00	0.00					277.43	349.82
% Spent	0%	14%	0%	0%	0%	0%						8%
Overspend?	No	No	No	No	No	No						No

COMMENTS RE AREAS OF OVERSPEND OVER £10		Total Budget	30,265.00
Area	Details	Inc. VAT Spend	13,057.39
Insurance	£51 over budget (covered by £62 underspend on HALC/NALC & SLCC lines)	Ex VAT Spend	12,779.96
Training	£34 over budget (higher cost due to two new councillors)		
TOTAL	£234 (mainly caused by "front loading " of certain budget lines)	% Ex VAT Spend to date (6 mths % should be 50%)	43%

BUDGETED INCOME				UNBUDGETED INCOME				TOTAL
Item	NFDC Precept	Transfers from Reserves	Bank Interest	Dist./Cty. Cllr. Grants	VAT Refunds	Donation	Refund	TOTALS
Budget	27,059.00	1,500.00	400.00	0.00	0.00	0.00	0.00	28,959.00
Q1 25/26	14,182.50	0.00	93.14	0.00	307.71	0.00	15.83	14,599.18
Q2 25/26	0.00	0.00	80.07	0.00	0.00	0.00	0.00	80.07
Q3 25/26								0.00
Q4 25/26								0.00
Actuals	14,182.50	0.00	173.21	0.00	307.71	0.00	15.83	14,679.25

Projected in Budget for 2025/26	
Precept	28,365.00
Total Expenditure	30,265.00
Balance	-1,900.00