



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday February 19th 2026 starting at 12pm.

Members of Advisory Committee:

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

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

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

1. **Apologies for absence.**
None
2. **Declarations of Interest.**
None
3. **Review of notes of previous meeting (November 26th 2025)**
All voting members present at the last meeting were happy that the notes of the meeting held on November 26th 2025 accurately reflect the discussions.
The action for Item 4 (2026/27 Budget and Precept reports to Council) was completed.
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 2026**
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 2025/26 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 10th 2026
6. **RFOs report on the expected level of Council reserves as at February 11th 2026**
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 May 21st 2026, 1pm (provisional)

Meeting closed at 1.05pm

Copythorne Parish Council – Finance Advisory Committee Meeting – Feb 19th 2026

Item 3 – Review of notes of previous meeting (November 26th 2025)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Wednesday November 26th 2025 starting at 1pm.

Members of Advisory Committee present:

Voting:- Cllrs Graham Chillcott (Chair); 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. Apologies for absence.

None

2. Declarations of Interest.

None

3. Review of notes of previous meeting (September 11th 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.

4. To discuss and approve a recommendation to Council of the 2026/27 Budget and Precept.

The RFO presented an initial draft of the 2026/27 Budget which was discussed line by line by the Advisory Committee members. The voting members also considered that it would be prudent to include a reserve sum to cover any currently unknown financial consequences that might arise from the impact of the current Local Government Re-Organisation. A sum of £1,000 was agreed. Following those discussions the proposed budget (amended copy attached) totalled £30,640, an increase of £375 (equating to a 1.2% rise) on the 2025/26 budget of £30,265).

The RFO advised that with no transfer of earmarked reserves for a specific project (£1,500 included in the 2025/26 budget) and a lower level of expected bank interest of £300 (£400 in the 2025/26 budget) the 2026/27 budget would result in a required Precept of £30,340 (an increase of £1,975 equating to £1.48pa increase for Band D properties) which is a 6.5% rise on the 2025/26 Precept of £28,365)

The budget and precept as detailed above was proposed by GC, seconded by SW, all voting members in favour.

ACTION – RFO to prepare reports recommending the 2026/27 Budget and the proposed Precept for approval at the Council meeting on December 9th 2025.

5. To discuss and agree a recommendation to Council for proposed changes to the Terms of Reference (“ToRs”) for the Finance Advisory Committee.

Members discussed the changes suggested by the Clerk in the report prepared for this item. All voting members agreed to recommend the changes to a future meeting of Council as part of a wider ongoing review of the ToRs for all of the Advisory Committees

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

None

7. Agree date for next meeting.

Thursday February 19th 2026, 12pm (provisional)

Meeting closed at 1.43pm

ITEM 4 - FINANCE ADVISORY COMMITTEE MEETING FEB 19 2026 - BUDGET MONITOR 2025/26 - 11 MTHS TO 28/2/26

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	67.05	0.00	18.00	30.31	0.00	0.00	0.00	38.97	12.75	4,150.79
Q3 25/26	3825.78	75.00	68.85	0.00	0.00	41.92	0.00	0.00	47.00	38.97	12.75	4,110.27
Q4 25/26	2550.52	50.00	43.20	0.00		28.51				25.98	8.50	2,706.71
Actuals	13906.36	271.48	243.00	140.00	25.30	160.83	0.00	0.00	47.00	142.89	46.75	14,983.61
% Spent	90%	90%	101%	85%	20%	73%	0%	0%	134%	57%	94%	88%
Overspend?	No	No	Yes	No	No	No	No	No	Yes	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	320.00	700.00	250.00	50.00	200.00	700.00					2,770.00
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	116.00	127.48	168.00	0.00	0.00	0.00	180.00					591.48
Q4 25/26	145.50	22.48	112.00									279.98
Actuals	453.50	248.09	618.00	0.00	31.90	205.00	540.00					2,096.49
% Spent	82%	78%	88%	0%	64%	103%	77%					76%
Overspend?	No	No	No	No	No	No	Yes					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	0.00	107.29	0.00	0.00	0.00	475.08	0.00	20.00	0.00		602.37
Q4 25/26			260.00									260.00
Actuals	1018.00	190.00	107.29	657.50	851.18	0.00	759.08	500.00	20.00	36.00		4,139.05
% Spent	97%	86%	72%	100%	106%	#DIV/0!	152%	100%	67%	90%		105%
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	0.00	0.00	0.00	0.00		0.00	99.70	0.00	0.00	0.00	99.70
Q4 25/26												0.00
Actuals	0.00	46.04	0.00	0.00	0.00		0.00	99.70	0.00	0.00	0.00	145.74
% Spent	0%	18%	#DIV/0!	#DIV/0!	0%		0%	91%	0%	0%	0%	7%
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	400.00	500.00	750.00	500.00	250.00	2,000.00						4,400.00
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					121.62	121.62
Q3 25/26	0.00	0.00	0.00	0.00	0.00	0.00					103.69	103.69
Q4 25/26											15.40	15.40
Actuals	0.00	72.39	0.00	0.00	0.00	0.00					395.90	468.29
% Spent	0%	14%	0%	0%	0%	0%						11%
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	18,571.09
Insurance	£51 over budget (covered by £62 underspend on HALC/NALC & SLCC lines)						Ex VAT Spend	18,175.19
Training	£301 over budget (higher cost due to two new cllrs, £500 earmarked reserve transferred to cover)						% Ex VAT Spend to date	61%
Mileage	£23 over budget						(11 mths % should be 92%)	
DPA Licence	£12 over budget							
Website	£20 over budget (will be at year end)							

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	14,182.50	0.00	79.74	0.00	0.00	0.00	0.00	14,262.24
Q3 25/26	0.00	0.00	65.72	0.00	0.00	0.00	0.00	65.72
Q4 25/26	0.00	0.00	41.91	0.00	0.00	0.00	0.00	41.91
Actuals	28,365.00	0.00	280.51	0.00	307.71	0.00	15.83	28,969.05

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

Spends (net of VAT) outside of budget & covered by Reserves:-

General Reserves - Playground Repairs £999.65 and LGA s137 grant £500 Earmarked Reserves - Splitwind Pond £710 & Training £500

Item 5 – Recommendations for virements (movements) to Reserves

BACKGROUND

As a result of planned allocations in the 2025/26 budget or delayed spending in some areas there is a need to move funds from the Council's General Account into Designated Reserves.

REQUIRED ACTIONS

1. IT Equipment – Unused £170 to be used to continue rebuilding the IT Equipment Replacement Designated reserve.
2. Lengthsman Scheme – This £500 has not be called upon in 2025/26 and should be added to the existing designated reserve for Lengthsman's activities to be held for use in future years when HCC funding may no longer be available to us.
3. Playground Long Term Maintenance Fund - £500 was already designated in the 2025/26 Budget as a planned transfer to the designated reserve.
4. Visual Playground Inspection Training - This budget line of £200 has not been spent and should be added to the existing designated reserve
5. Benches – £400 from this budget line of £500 has not been spent. To be transferred into the designated reserve for Bench Replacement/Maintenance to be used in future years.
6. New Projects – The projects for which this £2,000 was allocated have not progressed in 2025/26 but will be progress in 2026/27. These funds should therefore be transferred to the Future Projects Designated Reserve.

RECOMMENDATION

That Council is asked to approve following virements to reserves

1. £170 To IT Equipment Replacement Reserve
2. £500 To Lengthsman Scheme Designated Reserve
3. £500 To Playground Long Term Maintenance Fund Designated Reserve as previously planned
4. £200 To Visual Playground Inspection Training Reserve
5. £400 To Bench Maintenance/Refurbishment Designated Reserve
6. £2,000 To Future Projects Designated Reserve

TOTAL £3.770.00

David Rigby, Responsible Financial Officer
February 12th 2026

COPYTHORNE PC - FINANCE ADVISORY COMMITTEE MEETING - FEBRUARY 19TH 2026

Item 6 - Council Reserves as at February 11th 2026

DESIGNATED RESERVES	ACTUAL AT 01/04/2025	ADDED IN 2025-26	USED IN 2025-26	ACTUAL AT 11/02/2026	NOTES
Donated Funding for Adopted Phone Boxes	591.33			591.33	Donation - Long term project
Parish Council Playground Fund	5000.00			5000.00	"Sinking Fund" for equipment replacement, growing annually
Bench Maintenance/Replacement	3100.00			3100.00	Held for future replacements
Parish Hall External Games Area	2000.00			2000.00	Held for expected future refurbishment
I T Equipment Replacement	578.01			578.01	Being re-built annually
Waste Bins	500.00			500.00	For possible future acquisition of additional bin/replace existing
Elections	2500.00			2500.00	Held for future elections
Parish Noticeboards Replacement	127.77			127.77	Remainder after purchase of final two noticeboards
Speedwatch device	2000.00			2000.00	Awaiting invoice to spend (from 2022/23)
Lengthsman Scheme	6686.00			6686.00	To be held in case of loss of HCC funding in future years
Clerk's CILCA Training Costs	500.00			500.00	Not expected to be spent in 2025/26
FOCP donation for playground	4.04			4.04	Spend as works undertaken
Dist & County Cllr Grants held for projects	1545.00			1545.00	Retained for future projects
Splitwind Pond Maintenance Fund	1400.85		-710.00	690.85	To be used gradually over next few years
Parish Design Statement/Neighbourhood Plan	1483.50			1483.50	Funds held if PDS proceeds.
Training	684.80		-500.00	184.80	Held to be used on future councillor training
Visual Playground Inspection Training	400.00			400.00	Held to be used on future councillor training
Environmental Projects	1000.00			1000.00	Held for future projects
Commemorative Events	5.00			5.00	Held for future projects
Donation re Defib at Empress of Blandings	634.97			634.97	Donation specific to this defib & general defib training
Future Projects Reserve	0.00	4000.00		4000.00	Held for future projects
SUB TOTAL	30741.27	4000.00	-1210.00	33531.27	

UNALLOCATED RESERVES	ACTUAL AT 01/04/2025	ADDED IN 2025-26	USED IN 2025-26	ACTUAL AT 11/02/2026	NOTES
Surplus funds held for general purposes	11371.00			11371.00	Balance between Designated reserves & Year End Bank Bal's **
Tfr from General Reserve to Current A/C			-123.89	-123.89	Transfer to cover overspend in 2024/25
Tfr from General Reserve to Current A/C			-1499.65	-1499.65	Spend during 2025-26
SUB TOTAL	11371.00			9747.46	

TOTAL RESERVES **42112.27** **43278.73**

SENSE CHECK (Reserves Bank Acct Bal @ 11/02/26)

43278.73

ADDITIONAL NOTES

** General Reserve should be third/half of annual spending
(current funds equate to 32% of 2025/26 budget)

33831.27