



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday May 21st 2026 starting at 1.00 pm.

Members of Advisory Committee:

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

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

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

1. **Election of a Chair.**
Cllr. Wiggins proposed Cllr. Chillcott, seconded by Cllr. Rhodes – All in favour
2. **Apologies for absence.**
None.
3. **Declarations of Interest.**
None.
4. **Review of notes of previous meeting (February 19th 2026).**
All voting members present at the last meeting were happy that the notes of the meeting held on February 19th 2026 accurately reflect the discussions
5. **Verbal update on preparations for the submission of the Annual Governance and Accountability Return (“AGAR”) and associated documents following the approval of the AGAR at the May 12th 2026 Council meeting.**
The Clerk (as RFO) confirmed that the 2025/26 AGAR and dates for the “Notice of Public Rights” had been approved at the May 12th 2026 Council meeting. Members were then taken through the other items that also need to be sent to BDO LLP the external auditors.

He then explained that the next steps are as follows:-

- The required “Notice of Public Rights” to view the AGAR and other financial papers need to be displayed on the Parish Council website and our noticeboards on June 2nd 2026 (viewing period runs from June 3rd to July 14th)
- All of the required financial documentation needs to be added to the Parish Council website and also sent to BDO LLP, the Council’s external auditor, again on June 2nd 2026.

Cllr. Chillcott thanked the Clerk/RFO for explaining the process so thoroughly.

6. **Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee.**
SJ asked which councillors were signatories to the bank account. DR advised all bar Cllrs. Parry-Norton and Caton. DR will prepare paperwork for the next Council meeting to have them added.
7. **Agree date for next meeting.**
Thursday July 16th 2026, 12pm (provisional)

Meeting closed at 2.05pm

Copythorne Parish Council – Finance Advisory Committee Meeting – May 21st 2026

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
May 14th 2026

Copythorne Parish Council – Finance Advisory Committee Meeting – May 21st 2026

Item 4 – Review of notes of previous meeting (February 19th 2026)

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