



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday July 16th 2026 starting at 12pm.

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 discussions)

1. **Apologies for absence.**
None
2. **Declarations of Interest.**
None
3. **Review of notes of previous meeting (May 21st 2026).**
All voting members present at the last meeting were happy that the notes of the meeting held on May 21st 2026 accurately reflect the discussions.
4. **Verbal update on progress of the 2025/26 Annual Governance and Accountability Return ("AGAR").**
DR (as Responsible Financial Officer) advised that the Notice of Public Rights period ended on July 14th 2026 with no requests from the public received. An e-mail had been received from BDO plc (the External Auditors) to clarify an issue which had already been addressed within the AGAR submission papers. We now await the External Auditors Final Report which usually arrives in August.
5. **Review of the report prepared by the Responsible Financial Officer of Income and Expenditure against the approved budget for the 3 months to June 30th 2026**
DR read his report (a copy of which is attached). Noted.
6. **Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee.**
DR advised that Cllrs. Graham Caton and Ria Parry-Norton have been added as signatories to the Council's Bank Accounts.
7. **Agree date for next meeting.**
Thursday October 1st 2026, 12pm (provisional).

Meeting closed at 12.23pm.

Copythorne Parish Council – Finance Advisory Committee Meeting – July 16th 2026

Item 3 – Review of notes of previous meeting (May 21st 2026)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday May 21st 2026 starting at 1pm.

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

[illegible][illegible]

Other & Projects										
Item	Contingency	Benches	Possible LGR Costs						VAT Paid	Totals
Budget	500.00	0.00	1,000.00							1,500.00
Q1 26/27	0.00	0.00	0.00						65.91	65.91
Q2 26/27										0.00
Q3 26/27										0.00
Q4 26/27										0.00
Actuals	0.00	0.00	0.00						65.91	65.91
% Spent	0%	#DIV/0!	0%							4%
Overspend?	No	No	No							No

Area	Details
Mileage	£13 over budget (result of 22% increase in HMRC reimbursement rate)
Phone Box	£100 over budget (all £350 covered by Reserves)

Total Budget	30,640.00
Inc. VAT Spend	6,870.58
Ex VAT Spend	6,804.67
% Ex VAT Spend to date (3 mths % should be 25%)	22%

Projected in Budget for 2026/27	
Precept	30,340.00
Total Expenditure	30,640.00
Balance	-300.00

Spends (net of VAT) outside of budget & covered by Reserves:-
Phone Box Reserve - Repairs £350