



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday October 1st 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 (July 16th 2026)

All voting members at the last meeting were happy that the notes of the meeting held on July 16th 2026 accurately reflect the discussions.

4. Verbal update on Conclusion of Audit for 2025/26 and new arrangements for 2026/27 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. He confirmed that the Notice of Completion of Audit (and Sections 1-3 of the AGAR) was added to the Council's website on August 24th 2026 following his return from leave. A paper copy of the notice was also added to all seven Council noticeboards and remained in place for a period of 14 days.

DR advised that the AGAR for 2026/27 will be submitted to the External Auditors digitally following a change in the process.

Members of the Advisory Committee asked that their thanks for the RFOs hard work on the 2025/26 AGAR and the finances of the Council in general be noted.

5. 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 2026. (DR).

DR (as RFO) talked members through a copy of his report. Report noted, no questions raised.

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

None

7. Agree date for next meeting.

Thursday November 19th 2026, 12pm (provisional)

Meeting closed at 12.34pm

Copythorne Parish Council – Finance Advisory Committee Meeting – October 1st 2026

Item 3 – Review of notes of previous meeting (July 16th 2026)

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.

ITEM 5- CPC FINANCE ADVISORY C'TEE MEETING - OCT 1 2026 - BUDGET MONITOR 2026/27 - 6 MTHS TO 30/09/26

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	16500.00	300.00	240.00	165.00	135.00	220.00	200.00	60.00	55.00	300.00	75.00	18,250.00
Q1 26/27	3825.78	75.00	73.45	0.00	0.00	36.66	0.00	0.00	0.00	38.97	12.75	4,062.61
Q2 26/27	3825.78	75.00	70.50	0.00	0.00	36.22	0.00	0.00	0.00	38.97	12.75	4,059.22
Q3 26/27												0.00
Q4 26/27												0.00
Actuals	7651.56	150.00	143.95	0.00	0.00	72.88	0.00	0.00	0.00	77.94	25.50	8,121.83
% Spent	46%	50%	60%	0%	0%	33%	0%	0%	0%	26%	34%	45%
Overspend?	No	No	Yes	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	600.00	350.00	700.00	250.00	50.00	250.00	750.00					2,950.00
Q1 26/27	116.00	72.63	168.00	0.00	33.00	0.00	0.00					389.63
Q2 26/27	107.00	62.10	168.00	0.00	0.00	0.00	195.00					532.10
Q3 26/27												0.00
Q4 26/27												0.00
Actuals	223.00	134.73	336.00	0.00	33.00	0.00	195.00					921.73
% Spent	37%	38%	48%	0%	66%	0%	26%					31%
Overspend?	No	No	No	No	No	No	No					No

Subscriptions/Mandatory/Grants												
Item	HALC/Naic Subs	SLCC Subs	GIS / Map software	Audit Fees	Insurance	Elections	Training	S137 Grants	Wreath	Subscriptions		Totals
Budget	1100.00	220.00	250.00	700.00	900.00	0.00	500.00	1000.00	30.00	40.00		4,740.00
Q1 26/27	991.00	200.00	0.00	135.00	881.43	0.00	0.00	0.00	0.00	36.00		2,243.43
Q2 26/27	0.00	0.00	0.00	210.00	0.00	0.00	0.00	0.00	0.00	0.00		210.00
Q3 26/27												0.00
Q4 26/27												0.00
Actuals	991.00	200.00	0.00	345.00	881.43	0.00	0.00	0.00	0.00	36.00		2,453.43
% Spent	90%	91%	0%	49%	98%	#DIV/0!	0%	0%	0%	90%		52%
Overspend?	No	No	No	No	No	No	No	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 Training	Totals
Budget	250.00	250.00	250.00	500.00	500.00		125.00	125.00	500.00	500.00	200.00	3,200.00
Q1 26/27	0.00	0.00	0.00	0.00	0.00		109.00	0.00	0.00	0.00	0.00	109.00
Q2 26/27	0.00	0.00	0.00	0.00	0.00		0.00	0.00	7.48	0.00	0.00	7.48
Q3 26/27												0.00
Q4 26/27												0.00
Actuals	0.00	0.00	0.00	0.00	0.00		109.00	0.00	7.48	0.00	0.00	116.48
% Spent	0%	0%	0%	0%	0%		87%	0%	1%	0%	0%	4%
Overspend?	No	No	No	No	No		No	No	No	No	No	No

Other & Projects												
Item	Contingency	Benches	Possible LGR Costs	Enviro Projects							VAT Paid	Totals
Budget	500.00	0.00	1,000.00	0.00								1,500.00
Q1 26/27	0.00	0.00	0.00	0.00							65.91	65.91
Q2 26/27	0.00	0.00	0.00	0.00							426.98	426.98
Q3 26/27												0.00
Q4 26/27												0.00
Actuals	0.00	0.00	0.00	0.00							492.89	492.89
% Spent	0%	#DIV/0!	0%	#DIV/0!								33%
Overspend?	No	No	No									No

COMMENTS RE AREAS OF OVERSPEND OVER £10		Total Budget	30,640.00
Area	Details		
Mileage	£24 over budget (result of 22% increase in HMRC reimbursement rate)	Inc. VAT Spend	12,106.36
Phone Box	£100 over budget (all £350 covered by Reserves)		
Benches	£1,710 (all covered by a donation)	Ex VAT Spend	11,613.47
Enviro Project	£70 (all covered by reserves)		
		% Ex VAT Spend to date	40%
		(6 mths % should be 50%)	