

Minutes of a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 10 JULY 2025** at **7.00pm**.

Committee Members present

Councillor Paul Chillman
Councillor Bob Hutton
Councillor Simon Schofield

Committee Chair
Committee Vice Chair

Non-committee members present

Amanda Pick

Parish Clerk & Responsible Financial Officer

FG25-01 COMMITTEE MATTERS

- a) Members discussed the position of Committee Chairman for the current civic year.
RESOLVED: Councillor Paul Chillman was unanimously elected.
- b) Members discussed the position of Committee Vice Chairman for the current civic year.
RESOLVED: Councillor Bob Hutton was unanimously elected.
- c) The Committee noted Terms of Reference, as agreed in the May meeting.

FG25-02 APOLOGIES

None, all members present.

FG25-03 DECLARATIONS OF INTEREST

No interests were declared.

FG25-04 MINUTES OF PREVIOUS MEETING

The minutes of the Finance & Governance Committee meeting held on 3 April 2025 were adopted as a true record.

FG25-05 QUESTIONS FROM THE PUBLIC

None present

FG25-06 FINANCIAL REPORTS Q1

- a) Receipts and Payments
RESOLVED: The committee approved the receipts and payments
- b) Cashbook transactions
RESOLVED: The committee noted the cashbook transactions
- c) Monthly Bank Reconciliations
RESOLVED: Q1 reconciliations for the were checked by Cllrs Ward and Tugwell. The committee approved the monthly bank reconciliations which were signed by the Chairman.

FG25-07 BUDGET MONITORING

- a) Actuals v. budget
There are two payments under the community ownership fund which has no budget within this financial year, and a payment in relation to tree works which went also into the new financial year.
RESOLVED: If this scenario arises in the future the council will set up an EMR to cover the outstanding amounts.

- b) Reserve levels
RESOLVED: Members considered the reserve levels and determined they are appropriate for the council currently considering the VAT 126 rebate due.
- c) s.137 spend
RESOLVED: The committee noted £1,000 spend YTD
- d) To note the VAT position
RESOLVED: The Council await the payment from HMRC from the latest 126 claim

FG25-08

POLICIES

Members considered the following policies:

- a) **Communications Policy**
RESOLVED: Approved
- b) **Data Protection Policy**
RESOLVED: Approved
- c) **Investment Policy**
RESOLVED: Approved
- d) **IT Policy;** Members discussed the new requirement for an IT Policy under SAPP. Our current policy applies to staff only, excluding Councillors.
RESOLVED: Members would like the new policy to follow the guidance of the SAPP template which the Clerk will draft for adoption at the next meeting.

FG25-09

COMMUNITY GRANTS

Members discussed the 2025/26 s137 limit being £11.10 per elector for this financial year, up from £10.81 in 2024/25. On setting the budget last autumn £4,000 was allocated for the year. This represents 45% less budget spend than last couple of years.

- a) The committee considered an application for a community grant request of £500 from Kent, Surrey & Sussex Air Ambulance charity.
RESOLVED: The committee noted the decrease in budget and agreed a grant donation of £350, noting the overall s. 137 spend now to be £1350

FG25-10

VAT

- a) The committee discussed the recently concluded **HMRC VAT compliance check**. HMRC have taken the view that the annual bonfire night is a business activity and VAT cannot be claimed on purchases, such as bar stock and glow toys.
RESOLVED: The Council disagree with their view; expectation of reward does not meet the main test. However, this has only resulted in a relatively small adjustment, it was noted the council agreed not to reclaim VAT on purchases of glow toy and bar from the 2024 event. Based on the HMRC review noted the committee noted there remains no requirement to register for VAT.
- b) **Normandy Parish Council's VAT status**
RESOLVED: Based on the HMRC review noted the committee noted there remains no requirement to register for VAT.
- c) **Council run events** in relation to VAT; moved to FG25-15

FG25-11

AUDIT

a) Internal audit 2025/26

Following the trial of Mulberry as our Internal Auditor for the last financial year, the Council are happy to proceed with the company for the 2025/26 financial year. The committee considered the appointment letter from the auditor and were satisfied the company met the requirements of independence and competence.

RESOLVED: The appointment of Mulberry was approved which will consist of a governance review in autumn and Agar review in spring.

b) External audit 2024/25

RESOLVED: Members noted the intermediate level review procedures requested by PKF Littlejohn for last financial year.

FG25-12

BANKING ARRANGEMENTS

a) Unity

RESOLVED: The committee agreed to close the account and transfer the balance into Lloyds

b) Skipton

Skipton is the preferred supplier at this time

RESOLVED: The committee requested a transfer of £30k from the Lloyds Business account. It was noted that although this has a lower interest rate our investment policy prioritises security of £85K FSCA limits.

FG25-13

PUBLIC WORKS LOAN BOARD

Members noted the final payment of the 25-year loan.

FG25-14

INVESTMENTS

To note some changes to the CCLA Public Sector Deposit Fund, due to take effect on 1 September 2025 in relation to them making changes to the fees and charges following a review of the fund against similar funds available and money market rates.

FG25-15

EXCLUSION OF THE PRESS AND PUBLIC

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

FG25- 10(c) To consider Council run events in relation to VAT

RESOLVED: Members discussed further details on VAT in relation to bonfire night

FG25-16

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

To receive any urgent information items and agree any items for inclusion on future council and/or committee agendas.

There being no further business, the meeting ended at 19:55hrs.