

Minutes of a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 16 OCTOBER 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

FG25-17

APOLOGIES

None, all members present.

FG25-18

DECLARATIONS OF INTEREST

No interests were declared.

FG25-19

MINUTES OF PREVIOUS MEETING

The minutes of the Finance & Governance Committee meeting held on 10 July 2025 were adopted as a true record.

FG25-20

QUESTIONS FROM THE PUBLIC

None present

FG25-21

FINANCIAL REPORTS Q2

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: Q2 reconciliations for the were checked by Cllrs Nagle-Taylor, McCrow and Tugwell. The committee approved the monthly bank reconciliations which were signed by the Chairman.

FG25-22

BUDGET MONITORING

a) Actuals v. budget

RESOLVED: The budget is on target for being halfway through the year. To increase the interest from accounts the RFO will move £20,000 from Lloyds to Skipton

b) Reserve levels

RESOLVED: Members considered the reserve levels and determined they are currently appropriate for the council.

c) s.137 spend

RESOLVED: The committee noted £1,350 spend YTD

d) To note the VAT position

RESOLVED: The Council received the payment from HMRC from the latest 126 claim

FG25-23

BUDGET 2026/27

a) The committee considered the draft budget for Finance and Governance Committee for 2025/26

RESOLVED: Draft budget approved

b) The committee considered the draft budget overall for the council for 2025/26
RESOLVED: The committee agreed that limiting any uplift to 5% would be agreeable, then add on additional budget for planning matters. This will be taken forward as a recommendation to full council.

FG25-24

POLICIES

Members considered the following policies:

a) IT Policy

RESOLVED: Approved with a minor amendment in section 11.

b) Internal Control Policy

RESOLVED: Approved

c) Co Option Policy

RESOLVED: Approved

FG25-25

EXTERNAL AUDIT 2024/25

RESOLVED: Members noted that on 29 September 2025, despite a number of email queries from our external auditor being responded to since June, PKF Littlejohn advised they had not been able to complete their review work in time to enable the Council to publish the required documentation in line with statutory requirements, ahead of the 30 September deadline. Instead, we were directed to publish an interim report. We continue to respond to further queries and await their conclusion.

FG25-26

CORPORATE CREDIT CARD

Members discussed the monthly spend on the credit card and noted this is insufficient at certain times of year.

RESOLVED: The committee agreed to increase the monthly limit from £3,000 to £4,000. The RFO will action with Lloyds Bank.

FG25-27

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.

FG25-28

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

None noted.

There being no further business, the meeting ended at 20:14hrs