

**A meeting of the Finance, Administration Policy Committee
is to be held on
Tuesday 3 March 2026
commencing at 7.00pm
at the CPCC Community Hub, Springfield Boulevard, Springfield**

This meeting is open to the Public

AGENDA

- 1. To Receive**
Apologies for Absence
Declarations of Interest
- 2. Minutes of the previous meeting**
Committee is invited to approve the minutes of the meeting held on 2 December 2025, previously circulated and therefore taken as read.
- 3. Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
- 4. Year End Accounts, Annual Return and Internal Audit Report**
Committee is invited to note that the Year End Accounts, Annual Return and Internal Audit Report will go directly to the May main meeting of Council, this will allow the Annual Return to be completed in a timely manner.
- 5. Section 137 Increase 2026/27**
Committee is invited to note that the revised Section 137 expenditure limit is £11.60 (per elector) for 2026/2027.
- 6. Financial Services Compensation Scheme Increase**
Committee is invited to note that the Financial Services Compensation Scheme limit has now increased to £120,000.00 from £85,000.00. This covers both our Unity Trust Bank accounts as well as our CCLA account.

7. Future Account to Account Proposal

Committee is invited to consider making a transfer of £300,000.00 in April to the CCLA Public Sector Deposit Fund from Unity Trust Bank, of funds received in the precept payment. At the current interest rates this should yield an additional £1,000.00 of interest over the funds remaining in Unity Trust Bank. Committee is invited to make a recommendation to Council.

8. VAT Submissions Update

Committee is invited to note that in September 2025 Council made a decision to revert back to quarterly VAT returns. Due to a miscommunication with HMRC this wasn't actioned and the quarterly returns will begin again from April 2026.

9. Committee Terms of Reference Review

Committee is invited to review its Terms of Reference prior to the Annual Meeting of Council in May 2026 – Amendments will be considered at the Annual Meeting.

10. Committee Policies Review

Committee is invited to review the following policies prior to the Annual Meeting of Council in May 2026 – Amendments will be considered at the Annual Meeting

- i. Financial Regulations
- ii. Investment Strategy
- iii. Data Protection – currently under review and going to Annual Meeting of Council
- iv. Freedom of Information – reviewed at February Council

11. Community Council Standing Order Review

Committee is invited to review the Community Council Standing Orders prior to the Annual Meeting of Council in May 2026.

12. Income & Expenditure Report to 31 January 2026

Committee is invited to note the Income and Expenditure report as at 31 January 2026.

13. Balance Sheet to 31 January 2026

Committee is invited to note the Balance Sheet as of 31 January 2026.

14. BACS and Direct Debit payments to 31 December 2025

Committee is invited to note the schedule of payments made to the 31 December 2025. This schedule is for information only.

15. Date of Next Meeting

Tuesday 2 June 2026

BY ORDER OF THE COUNCIL

L Bradley

**Responsible Financial Officer
24 February 2026**