

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

This meeting was open to the Public

Members Present

Cllr B Barton (Chair)

Cllr R Golding

Cllr K Kavarana

Cllr D Kendrick

Cllr F Mangan

Cllr D Pafford

In Attendance

D Warner, Clerk to Council

38/25 Apologies for Absence

Cllr K Kent – personal commitment

39/25 Declarations of Interest

None

40/25 Minutes of the previous meeting

Committee approved the minutes of the meeting held on 2 December 2025, previously circulated and therefore taken as read.

41/25 Public Involvement – Deputations, Petitions and Questions

No members of the public made any representations in respect of the business on the agenda.

42/25 Year End Accounts, Annual Return and Internal Audit Report

Committee noted 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.

43/25 Section 137 Increase 2026/27

Committee noted that the revised Section 137 expenditure limit is £11.60 (per elector) for 2026/2027.

44/25 Financial Services Compensation Scheme Increase

Committee noted that the Financial Services Compensation Scheme limit has now increased to £120,000.00 from £85,000.00. Committee noted that due to its current

income levels, the Community Council is not covered by the Financial Services Compensation Scheme.

45/25 Future Account to Account Proposal

Committee considered making a transfer of £300,000.00 of funds received in the precept payment in April to the CCLA Public Sector Deposit Fund from Unity Trust Bank, resolving to recommend the transfer to Council.

46/25 VAT Submissions Update

Committee noted 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.

47/25 Committee Terms of Reference Review

Committee reviewed and amended its Terms of Reference prior to the Annual Meeting of Council in May 2026, resolving to recommend the amendments for adoption by Council.

48/25 Committee Policies Review

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

- i. Financial Regulations – no amendments
- ii. Investment Strategy - updated and amended strategy recommend to Council for adoption
- iii. Data Protection – currently under review and going to Annual Meeting of Council
- iv. Freedom of Information – reviewed at February Council

49/25 Community Council Standing Order Review

Committee reviewed, without amendment, the Community Council Standing Orders prior to the Annual Meeting of Council in May 2026.

50/25 Income & Expenditure Report to 31 January 2026

Committee noted the Income and Expenditure report as at 31 January 2026.

51/25 Balance Sheet to 31 January 2026

Committee noted the Balance Sheet as of 31 January 2026. Under this item the Chair confirmed that he had verified the bank reconciliation, including signing and dating all original bank statements.

52/25 BACS and Direct Debit payments to 31 December 2025

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

53/25 Date of Next Meeting

Tuesday 2 June 2026