

Name:

Date:

Signed:

**Minutes of the Finance & Partnership Committee**

**held in the Council Chamber, Emersons Green Town Council,**

**1800hrs on Thursday 4<sup>th</sup> December 2025.**

**Present:** Councillors Graham Hutter (Chair), Colin Hunt (Deputy Chair), James Hunt, and Abi Cohen.

**In attendance:** Jane Wray (Deputy Clerk & RFO).

**Apologies:** Cllr Tina Potter.

**Absent:** Cllr Andrej Turk.

**Public:** One member of the public was present.

The meeting began at 1800hrs. All resolutions were passed with a majority vote, by a show of hands, unless otherwise stated.

**FPC\_2025.095 Welcome and Introductions.**

The Chair introduced and welcomed everyone present at the meeting and explained the emergency procedures.

**FPC\_2025.096 Declaration of Interest – Localism Act 2011.**

No declarations made.

**FPC\_2025.097 Public Participation.**

At the invitation of the Chair, the member of public gave a presentation and answered questions about FPC\_2025.100b, a grant application from 67<sup>th</sup> Kingswood Scout Group.

**FPC\_2025.098 Minutes.**

**Resolved:** The *Minutes of the Finance & Partnership Committee meeting held on the 6<sup>th</sup> November 2025*, copies having been circulated, were approved as a true and accurate record, and signed by the Chair of this meeting.

**FPC\_2025.099 Outstanding items.**

No outstanding items reported.

## **GRANT & COMMISSIONING APPLICATIONS**

### **FPC\_2025.100 Commissioning and contracts.**

- Resolved:**
- a. That the funds raised of £70.63 at CAN's Clothes Swap be donated 50/50 between Chepstow Clothes Swap and St Peter's Hospice was approved.
  - b. A grant application was approved for £2400.00 for 67<sup>th</sup> Kingswood Scout Group towards, tables, a day trip and a selection of waterproof jackets, shoes and trousers.
  - c. A quote from Goose Tech to upgrade the CCTV monitor and relocate into the main offices was approved for £387.00 (No VAT).

## **POLICIES & PROCEDURES**

### **FPC\_2025.101 To adopt the following updated documents and policies:**

- Resolved:**
- a. Reserves Policy.
  - b. Data Protection Policy.

## **FINANCE**

### **FPC\_2025.102 Internal Audit – first review 25/25.**

- Resolved:** **Response to Internal Auditor's Recommendations on Release of Payments from the Bank.**

The committee is satisfied that the current payment process provides a clear and robust system of checks and balances. All members have sight of the invoices that accompany the payments list, ensuring transparency and accountability.

The existing procedure where an Assistant Clerk sets up payments, the RFO undertakes the first authorisation, and the Town Clerk completes the second authorisation works effectively. It ensures that no single officer can both set up and release payments, and the requirement for dual online authorisation provides an additional safeguard.

The committee notes the recommendation that future releases of payments should require authorisation by at least one Councillor alongside either the Town Clerk or RFO, with appropriate delegated authority. In the absence of either the RFO or the Town Clerk an authorised signatory will take on this element of the process. This suggestion will be considered further to strengthen governance and ensure continued confidence in financial controls.

In summary, the committee is happy with the current arrangements, appreciates the strong level of oversight already in place, and will give due consideration to the proposed enhancement of involving Councillors directly in the authorisation process.

### **FPC\_2025.103 Notice of Completion.**

- Resolved:** To approve the notice of Completion for 2024/25 Annual Governance and Accountability Review from BDO LLP.

**FPC\_2025.104 Bank Reconciliations.**

The bank reconciliations and accompanying documents for October 2025, copies having been circulated, were reviewed, and signed by the Chair of this meeting.

**FPC\_2025.106 Monthly Transactions & Investments.**

The monthly payments list and accompanying invoices, copies having been circulated, were approved and signed by the Chair of this meeting for a total amount of £114,588.51.

**FPC\_2025.107 Budget Monitoring.**

Income, expenditure, and earmarked reserves, Reserve Funding Facility Balances were reviewed.

**FPC\_2025.108 2026/27 Budgets.**

The latest version of the budget for 2026/27 was reviewed and recommended to take to Full Council. Precept noted £816,102.00 – currently 0% increase from the previous year.

**CORRESPONDENCE**

**FPC\_2025.109 Correspondence.**

Official correspondence to the Council noted, copies having been circulated.  
a. Men In Sheds grant pictures.

**PLANNING & STRATEGY**

**FPC\_2025.110 Forward Plan.**

The Deputy Clerk gave an update on upcoming agenda items and projects.

**DATES & TIMINGS**

**FPC\_2025.111 Next Meeting.**

To note the next Finance & Partnership Committee meeting date is scheduled for: -

**Thursday, 8<sup>th</sup> January 2026 at 1800hrs in the Emersons Green Town Council Chambers.**

**The meeting closed at 1843 hrs.**