



PANGBOURNE PARISH COUNCIL

FINANCE AND COMPLIANCE COMMITTEE MINUTES

At a meeting of the Finance and Compliance Committee held at Pangbourne Village Hall on
Wednesday 28th January 2026 2pm

Present: I.Walker, J Higgs, B Kerr Muir, N.Goodwin
R Elkin (Clerk)

Apologies : None

Absent: None

FC/167 **APOLOGIES FOR ABSENCE**

No Apologies were received

FC/168 **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA**

None

FC/169 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting on 24th Nov 2025 were signed by the Chairman as an accurate record with no amendments

FC/170 **MATTERS ARISING ON THE LAST MINUTES**

None

FC/171 **REGULAR REVIEW OF FINANCIAL DOCUMENTS AND REPORTS**

- **Bank Statements check-** The detailed Bank Statements and banking reports were checked against the latest Budget Control Report by Councillors and found to be an accurate match for the accounts
- **CIL Update** – an updated position on CIL was given to Councillors. In summary there was £25,166 of CIL remaining at the beginning of 2025-26 year. Of this approx. £8,758 has been expended YTD leaving £16,408 remaining. Within this balance a further £1,208.80 needs to be spent before year end as it is coming towards expiry. It was noted that there has been no new CIL income this year or last. The remaining balance of CIL is not due to expire until 2028.
- **Precept confirmation** -It was noted that the 2026-7 request for £244,427.37 (+5.2%) had been sent to WBC for payment and that both instalments for 2025-26 had been received correctly totalling £232,227.68
- It was noted that Cllr CE was responsible for checking invoices

TO CONSIDER THE REQUIREMENTS OF THE NEW ASSERTION 10 ON THE AGAR FOR 2025-26 YEAR.

- **To review and amend the draft IT Policy for recommendation to Full Council at the next meeting**
- **To consider and discuss the Council's network arrangements**
- **To consider and discuss the Council's email arrangements**
- **To consider and discuss the quotations from Cloudy IT**
- **To consider and discuss councillor arrangements -devices etc**

- **To review and amend the draft IT Policy for recommendation to Full Council at the next meeting**

- As discussed at the previous full council meeting, the Clerk stated the need for a new IT Policy for the Council in order to meet the requirements of the new AGAR assertion 10. The Clerk had previously circulated the NALC model document for that meeting and had also circulated amendments and a slimmed down version of the policy for Councillors consideration. It was agreed at that meeting to review this more fully at this F&C committee meeting.
- The Clerk raised the issue of whether Councillors felt that staff should have some limited personal use of council devices (break times etc) and they stated that they were happy for them to do so.
- They also agreed, however, that wished to leave in all of the clauses regarding the rights to future monitoring and reporting on this use and any other improper use in case such actions became necessary in the future with any developments or changes as regards staff.
- Councillors devices and personal responsibility for data security, effective anti-virus software and so on were also raised
- It was agreed to ensure that there is as much security in place on Council IT systems such as 2FA as possible .
- Practical elements such as secure storage of passwords was also discussed.
- Safety of staff working / public facing image was also considered and the Clerk agreed to look into costs for mobile phones for staff for council business only.
- It was **RESOLVED** to add back in most of the original NALC IT Policy document and to recommend that for approval to full council at the March meeting.

- **To consider and discuss the Council's network arrangements**
- **To consider and discuss the Council's email arrangements**
- **To consider and discuss the quotations from Cloudy IT**

- The Clerk had previously circulated 2 quotations from Cloudy IT regarding Network and email arrangements . She reported some recent issues with remote access and data storage and some other issues with the current provider of both the website and hosted email. She also reported on a recent meeting in December with the council's Cyber insurance provider's underwriter which had produced further matters for consideration.
- It was **RESOLVED** to investigate the quotations from Cloudy IT further and look to progress to cloud as soon as possible. Cloudy IT's quotation was approx. £3,600 including one off set up fees so this needs to be understood in more detail.

- **To consider and discuss councillor arrangements -devices etc**
- It was agreed not to purchase devices for councillors

- **Assertion 10 (AGAR)**
- The Clerk also reported that she had attended two (SLCC and HALC) webinars on assertion 10 and as a result had run the "wave" programme across the website which revealed a few accessibility issues largely relating to blank headers in the design which would cause issues for sight readers. She noted that she had reviewed this further herself and would be emailing the website provider to request a quotation for / for them to do a website health check and make any amendments necessary to ensure that the site is compliant with WCAG 2.2 AA regulations

FC/173 **TO RECEIVE AN UPDATE ON THE AUTOMATION OF PAYROLL AND AGREE ANY ACTIONS NECESSARY**

- Agree final dates and arrangements for appraisals with IW

FC/174 **TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING**

- None

FC/175 **Closure**

There being no further business the meeting was closed at 3.20pm

_____ Chairman

_____ Date