



## PANGBOURNE PARISH COUNCIL

### FINANCE AND COMPLIANCE COMMITTEE MINUTES

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At a meeting of the Finance and Compliance Committee held at Pangbourne Village Hall on  
**Monday 24th November 2025 10.00am**

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

Apologies : J Higgs,

Absent: None

FC/157 **APOLOGIES FOR ABSENCE**

Apologies were received from J.Higgs

FC/158 **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA**

None

FC/159 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting on 24<sup>th</sup> Nov 2024 were signed by the Chairman as an accurate record with no amendments

FC/160 **MATTERS ARISING ON THE LAST MINUTES**

None

FC/161 **REGULAR REVIEW OF FINANCIAL DOCUMENTS AND REPORTS**

- 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
- It was noted that Cllr CE was responsible for checking invoices

**Banking Signatories**

- Banking Mandates – it was agreed that all of the current signatories remained active

FC/162 **TO REVIEW AND APPROVE THE CENTRAL COUNCIL AND ADMINISTRATION BUDGET HEADERS FOR THE 2026/2027 BUDGET AND PRECEPT FOR RECOMMENDATION TO FULL COUNCIL**

- Having previously been circulated, discussion took place regarding the draft budget and precept figures for the coming year 2026-27 for the Council Central and Administration budget headers as well as further discussion of the overall precept figure.
- It was RESOLVED to recommend to Full Council a total budget of +8.8% this year forecast or +17.4% v lyr budget. This was mainly driven by capex project expenditure which can be taken from reserves and which had grown at the start of 2025/26 year due to incoming grants for works completed at the very end of 24/25 year. Opex budget expenditure for the Full Council is +3%. As a result , the Precept increase was + 5.3% for 26-27
- Admin and General category is planned at +6.1% v lyr fcst and +1.1% vlyr plan
- Council Central category is planned at +3.5% vlyr fcst and +2.7% vlyr plan

FC/163 **TO DISCUSS SCHEDULING FOR ANNUAL PERFORMANCE REVIEWS AND 6 MONTH PROBATIONARY SIGN OFF**

- It was agreed that a Probationary Sign off meeting would be held for the new Asst Clerk during December .
- Appraisals were proposed for January 2026

FC/164 **TO RECEIVE AN UPDATE ON THE AUTOMATION OF PAYROLL AND AGREE ANY ACTIONS NECESSARY**

- It was agreed that the Clerk would action automation of the payroll asap and it was agreed that there would be initial set up costs involved

FC/165 **TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING**

- Brief discussion took place regarding the new Assertion 10 which is being introduced from the 2025-26 audit. The Clerk reported that she had already attended two training /webinar sessions on this matter and was also in contact with the council's service providers to address a couple of minor matters re website and email.
- The key matter for the council would be the introduction of an IT Policy which would likely come back to a future F&C meeting for discussion and agreement

FC/166 **Closure**

There being no further business the meeting was closed at 11.20am

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date