



**MINUTES OF THE MEETING OF
The Finance & Administration Committee
Monday 12 January 2026 at 7.30pm
in the Loose Parish Pavilion, King George V Playing Field, ME15 9RG.**

Councillors taking part: Vianne Gibbons (Chairman) (VG), Mick Westwood (MW) and Matthew Cooper (MC).

Also present: Nicky Bourne (Clerk & RFO) (NB) who took the minutes and Amanda Baker (Deputy Clerk) (AB).

There were no members of the public in attendance at the meeting.

1. To receive and record any apologies for absence.

Apologies previously given by Tony Oliver (TO) were accepted.

2. To receive and agree any decision regarding any item to be taken as confidential.

None.

3. To receive any declarations of pecuniary interest on items in the agenda.

(In accordance with the NALC Model Code of Conduct for Parish Councils pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest (as agreed by LPC 21 Jan 13).

Declarations were received from VG, MW and MC for Agenda Item 8.

4. To receive any signed dispensation requests for any item on this agenda

(Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved (see dispensation form). This follows the agreement made by the LPC at the meeting held on 17 July 2017- item 17).

Signed dispensation forms were received from VG, MW and MC for Agenda Item 8. They were approved by the RFO.

5. To agree and to sign as a correct record the minutes of the F&A meeting on 7 July 2025 at (Pages 247-250)

The minutes of the meeting on 7 July 2025 were agreed and signed by the Chairman.

6. To receive any questions/comments from the public if in attendance or from the Clerk.

None.

7. Reconciliation of bank accounts

To reconcile the bank account balances to the accounts and bank statements, and to sign the Bank statements as confirmation.

The bank statements for Unity Trust Bank (UTB) were checked and agreed with the reconciliation documentation from the Rialtus Business Solutions (RBS) system and signed by MC.

Bank reconciliation has not been completed for the new Hinckley & Rugby Building Society (H&RBS) account as the Clerk has not been able to access a statement. After discussion, it was **AGREED** the Clerk would contact H&R and liaise with the signatories. Action: NB.

8. To agree to recommend the precept, to be approved by the LPC at the meeting scheduled for 19 January 2026.

The budget for 26/27 was circulated to Committee Members and after discussion the Committee **AGREED** their recommendation would be to increase the precept by 4.9% or £3.33 for Band D. The budget will be taken to the full Council for agreement on 19 January 2026. Action: NB to update proposed budget and present to the full Council.

9. Examination of finance position & RFO Reports:

a. To discuss the up-to-date financial position for the Parish Council and make any necessary decisions

The RBS system showing the financial position of the Council as at 9 January 2026 had been circulated to Committee members prior to the meeting and was noted.

b. To authorise any bank transfers as relevant

All the Council funds are currently with UTB and H&RBS and transfers can be done internally if necessary. The Committee **AGREED** that no immediate transfers are necessary, but if a significant surplus existed after predicted expenditure, a transfer to H&RBS could be made. Action: NB.

10. To review and discuss any risk management issues with regards to finance.

a. To receive an update on the Internal Auditor arrangements

After discussion it was **AGREED** to remain with the current Internal Auditor. Action: NB.

11. Publications/website/social media:

a. To review the Finance pages on the website.

NB reminded the Committee to review the Finance pages at their convenience and advise NB if any changes or updates are required. Action: All Committee.

b. To discuss any matters generally and make any decisions as relevant.

None.

12. To ratify any Round Robin decisions since 7 July 2025.

None.

13. To discuss any other matters for information only.

None.

14. Date of next meeting 13 April 2026.

Meeting concluded at 9.55pm.

Signature

Date