



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

Minutes of the Meeting of the Finance & Governance Committee held on Tuesday 20th January 2026 at 7:00pm at Beacon Hall, French Close, Peasedown St John, BA2 8SN

Present: Councillors Andrew Larcombe (Chair), Jo Davis, Simon Kidd, Kathy Thomas, Gavin Heathcote.

In Attendance: Councillor Jonathan Rich (ex-officio), Cllr Tom Corbett, Sam Nash – Parish Clerk, Katie Rees-Williams - RFO

The meeting started at 19:05

Public Session

No members of the public attended

F&G052 – 20/01/2026 Attendance Roll Call and Declarations of Interest

The attendance roll call was undertaken (those present are detailed above). No interests were declared.

F&G053 – 20/01/2026 Apologies for Absence

Councillors John Ogilvie-Davidson and Connor Ogilvie-Davidson sent apologies for absence.

F&G054 – 20/01/2026 Minutes & Actions

- i. The minutes of the Finance & Governance Committee meeting held on 28th October 2025 had been shared on the Website in advance of the meeting.
It was **Resolved to** – accept these as a true and correct record of that meeting and agreed that they would be signed by the Chair accordingly.
- ii. The Action Register was reviewed. It was **noted** that progress on the new website was reported by the Clerk and will be ratified at the next meeting of the Full Council.

F&G055 – 20/01/2026 Items for Urgent Report

There were no items for urgent report.

F&G056 – 20/01/2026 Utility Contracts Renewal

It was **noted** that the streetlight and Christmas light contracts with Yu Energy would be due for renewal in September 2026 and the Octopus contracts for Beacon Hall, the Recreation Ground and the Cemetery would be due for renewal in October 2026. The Smart-Export Guarantee contract related to the solar panels on Beacon Hall is due for renewal in March 2026.

It was **resolved** to delegate to the RFO together with The Chair and Vice-Chair of F&G to agree a suitable renewal for the Smart Export Guarantee contract due for renewal in March 2026.

F&G057 – 20/01/2026 Banking Arrangements

An update was provided by the Chair of F&G and RFO on the authorised signatories of the Council's bank accounts. It was **noted** that the previous Clerk still shows on the Unity Trust accounts because of an issue with the Credit Card being in her name, but this has now been resolved so she can be removed. It was further **noted** that Councillor Kidd has been locked out of Unity Trust accounts due to inactivity and that the Natwest accounts still show a member of the admin team who needs to be removed.

Action: RFO to ensure all corrections are made and provide an updated signatory list in time for the next F&G meeting.

F&G058 – 20/01/2026 Internal & External Audits

The Internal Auditor report for November 2025 was reviewed and **noted**.

It is **recommended** that Full Council resolves to consider the Internal Auditor's independence and, if satisfied, continue with her service as per the letter of engagement. This process should be completed annually moving forwards as part of the annual Governance cycle.

Further to the Internal Auditor's recommendations, **it was noted** that the Risk Assessment is due to be updated and is being reviewed by the Clerk.

It was **noted** that the next interim Internal Audit for the financial year ending 2025/26 is scheduled for 30th January 2026.

It was **Recommended** that amendments to financial processes, where applicable, should be updated in Financial Regulations.

F&G059 – 20/01/2026 Review of Current Finances 2024/25

The Committee considered the reports on financial spend against budget for the 2025/26 financial year so far.

- **It was noted** that the Amenities & Facilities Committee have several underspent budget lines and that these are likely to be used up before the year end.
- Infrequent Operational Expenditure was reviewed – **it was noted** that this budget line is likely to be reduced in 26-27.
- The Balance Sheet was reviewed and **noted**.
- Reserves, Ear Marked Reserves and Committed Expenditure were reviewed and **noted**.
- The RFO provided an update on the VAT account and amount due to be refunded for the period Oct-Dec 2025 which will be requested shortly. The RFO intends to move to quarterly VAT reclaims from 2026 – these will be processed in April, July, October and January.
- It was **noted** that the quarterly bank reconciliation is due at the end of January and will be booked in with Chair and Vice-chair of F&G

F&G060 – 20/01/2026 Review of Debtors and Creditors

The reports on financial debtors and creditors were tabled and reviewed at the meeting.

F&G061 – 20/01/2026 Budget Planning 2025/26

The Chair of F&G and the RFO provided a review of the draft budget options that were provided in pre-reading and gave a short presentation about the potential impact of the suggested precept on the public. It was **noted** that suggestions were made to increase the Christmas lights budget line by

£2,000 in anticipation of improvements to be made this year, as well as including a small budget of £500 for potential maintenance to the War Memorial at the Recreation Ground when it is handed over to the Council in the future.

It was **Proposed** to recommend to Full Council that they approve a Precept of £385,368.

Action: RFO to make suggested amendments to the draft budget and budget presentation before the Full Council meeting on 27th January.

F&G062 – 20/01/2026 Date and Time of Next Meeting & Future Agenda Items

The next meeting of the Finance & Governance Committee is scheduled to be held on Tuesday 21st April 2026 at 7.00pm at Beacon Hall.

Meeting closed at 21:05

Signed..... Date.....

DRAFT