

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the meeting of the Finance & Administration Committee, held at 10.00am on the 15th September 2026 at Bramhope Village Hall, Old Lane, Bramhope, LS16 9AZ.

Attendees: Cllr Martin Fogel (Chair), Cllr Ian Robinson, Cllr Marion Rider, Cllr Alan Anslow

1. To receive apologies for absence given in advance of the meeting and to consider the approval of reasons given for absence

Apologies received from Cllrs Howard, Lawrence and Harris.

2. Declarations of disclosable pecuniary interest or other interests

There were no interests declared.

3. Public Participation (10 Mins)

There were no members of the public present.

4. To receive the budget year to date and forecast year end figures

The budget year to date and forecast year end figures were noted. Overall there are no issues in terms of significant variation between the budgeted year end figure and the forecast year end figure at this stage in the year. The Clerk will re-forecast in November, which will be more accurate as the annual pay rises will have been applied and the cost of a temporary member of staff will also have been included.

5. To review the Parish Council's investment accounts and decide further action

The Parish Council holds £54,000 with Teachers Building Society, where the current interest rate is 1.5%.

The remaining surplus funds are held in the Unity Trust Bank savings account, which has a variable interest rate of 1.95%.

The Committee discussed alternative accounts that could offer better returns. The organisations considered were Hampshire Trust Bank, Hinckley & Rugby Building Society and CCLA Investment Management Ltd. Interest rates and account terms vary between these providers.

It was agreed that further investigation will be undertaken into CCLA Investment Management Ltd to support a recommendation for a long-term investment vehicle.

The Committee will discuss the recommendation at an extraordinary meeting on 5th October 2026.

The Finance & Administration Committee recommends to Full Council that 90 days' notice be given to close the Teachers Building Society account.

When the Teachers Building Society account is closed, the funds will be deposited into the linked Unity Trust Bank account.

Once Full Council has identified and agreed a higher-interest account, funds equivalent to the Teachers Building Society balance may be transferred to the new account.

6. To receive information regarding changes to the Practitioners Guide 2026/27.

The Practitioners Guide is reviewed annually and various tweaks made.

In the 2026/27 guide the main changes are as follows:

- some small changes to the wording of the assertions for the AGAR for 2026/27
- from April 2027 the council will be able to submit the AGAR electronically. It will not be mandatory until 2028/29, however the Clerk recommends commencing use of it when it is operational.
- The Clerk has booked to attend the Finance Regional Training Seminar being run by the SLLC in Leeds on 17th November 2026 – the event is provided free by the SLCC.
- The internal auditor has had a new objective added to their checks in relation to the Parish Council's compliance with digital and data practices, including checking the website has been tested at least annual and the accessibility statement has been updated as required, check when the PC last completed a data audit, annually review data protection policy and up to date IT policy. The Clerk will ask the company that undertook the last check if they would be willing to do this annually.

7. Policy Reviews

To commence the annual review of the following policies

7.1 Standing Orders

Standing Orders – the date for review is November 2026.

7.2 Finance Procedures

Date for review is November 2026. The Clerk noted that some wording may need changing regarding the authorisation procedures for whichever long term savings account is agreed on, as not all accounts have dual authorisation options on-line.

7.3 Statement of internal controls

Date for review is November 2026.

It was agreed that any committee member who wishes to join the Clerk and Chair for preparatory work for the review would be welcome to do so. The Clerk will circulate a date to do this.

7.4 Business Continuity Plan

The date for review is September 2026. The Clerk has checked through the content and updated some items such as the details of the insurance policy.

A discussion took place. It was agreed that the Finance & Administration Committee recommends to Full Council that the updated version of the Business Continuity Plan be adopted.

8. Date of next meeting

An additional meeting to discuss the savings will be held on Monday 5th October at 4.00pm.

The next scheduled meeting will be scheduled for 3rd November 2026 at either 10.00am or 6.00pm.

The meeting closed at 10.48am

Minutes by Nicola Woodward

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