
Minutes of the Finance and Governance Committee Meeting held on Wednesday, 26 November 2025, 7.00 pm in the Hollies Rear Hall

Present: Cllr Andy Woodman (AW), Cllr Terry Simons (TS), Cllr Ian Appleby (IA) and Cllr Jane Hale (JH)

In Attendance: Emily Curtis (Clerk), Kerry Sturman (RFO) and zero members of the public (MOP).

Absent: Cllr Kay Mason Billig (KMB), Natalie Henry (NH), Dawn Martinson (DM) and Steven Kellingray Williamson (SKW).

1. **Welcome, Meeting Protocol and Etiquette:**

In Cllrs MP's absence, Vice Chairman Cllr IA welcomed everyone to the meeting. Nobody wished to record the meeting.

2. **Apologies for Absence:**

Apologies were received and accepted from Cllr Julie Appleby (JA).

3. **Declarations of Interest and Requests for Dispensations:**

None.

4. **Minutes of the meeting held on the 23 July 2025:**

The minutes of the meeting held on the 23 July 2025 were approved as a correct record.

5. **Public Forum:**

None.

6. **Financial Report:**

6.1 **Quarter 2 Finance Report and Budget Monitoring as of 30 September 2025**

Income at 92.5% - £205,889

Expenditure at 46.8% - £101,694

Remaining budgeted expenditure: £115,701

6.2 **Verification of Bank Statements and Bank Reconciliations**

Cllr TS was provided with the bank statements and associated with bank reconciliations to verify, in line with LTC's Financial Regulations.

6.3 **Earmarked Reserves Report**

The RFO circulated a report detailing LTC's reserves.

A discussion as held regarding the S106 funds held for Broadland Meadow and how they could be utilised in the future. **Action:** Clerk / RFO to review S106.

6.4 **2026/27 Draft Budget**

As the SNC Tax Base figures for 2026/27 will not be received by LTC until early December, the budget and precept cannot be approved until the December 2025 Council meeting. **Action:** RFO.

6.5 Community Infrastructure Levy (CIL)

LTC Officers met with SNC Community Infrastructure Officer Joel Pailles on the 26 November 2025 to discuss the projected CIL that LTC will receive in 2026/27. A discussion was also held regarding a bid from LTC for the Greater Norwich Growth Board pooled CIL fund in 2026.

6.6 Banking Signatories

It was **resolved** to appoint Cllr TS as a signatory for the Unity Trust and the RFO as a signatory to the Cambridge Building Society. **Action:** RFO.

7. Governance:

7.1 Co-option Policy

After review, it was **resolved** to adopt the amended policy. **Action:** AAO to publish on LTC's website.

7.2 IT Policy

After review, it was **resolved** to adopt the proposed policy. **Action:** AAO to publish on LTC's website.

7.3 Personnel Committee Terms of reference

After review, it was **resolved** to adopt the amended Terms of Reference. **Action:** AAO to publish on LTC's website.

7.4 Community Larder Terms of Reference

After review, it was **resolved** to adopt the amended Community Larder Terms of Reference. **Action:** AAO to publish on LTC's website.

7.5 Risk Management Policy

It was **resolved** to defer this policy until the next meeting. **Action:** Clerk to add to next agenda.

8. To Consider any items for a future agenda:

- Reserves Policy
- CIL Policy
- Quarter 3 Finance Report and Budget Monitoring
- Finance software package
- Risk Management Policy

9. Date of Next Meeting: *(Held in Hollies Rear Hall unless otherwise specified)*

The next Finance and Governance Committee meeting will be held on Wednesday 25 March at 7.00 pm, in the Hollies Rear Hall. (Agenda items to be submitted to Clerk by 16 March 2026).

The meeting closed at 8.40 pm.