
Minutes of the Finance and Governance Committee Meeting held on Wednesday 23 July 2025, 6.00pm in the Hollies Rear Hall

Present: Cllr Andy Woodman (AW), Cllr Mervyn Pointer (MP), Cllr Ian Appleby (IA), Cllr Jane Hale (JH)

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

Absent: Cllr Alex Ashman (AA), Cllr Kay Mason Billig (KMB).

Welcome, Meeting Protocol and Etiquette:

Chairman Cllr AW welcomed everyone to the meeting. Nobody wished to record the meeting.

1. Election of Chairman:

It was **resolved** to appoint Cllr Mervyn Pointer as Chairman.

2. Election of Vice Chairman:

It was **resolved** to appoint Cllr Ian Appleby as Vice Chairman.

3. Apologies for Absence:

Apologies received and accepted from Cllr Julie Appleby (JA), Natalie Henry (NH) and Steven Kellingray Williamson (SKW).

4. Declarations of Interest and Requests for Dispensations:

Cllr JH declared an interest in the Jubilee Hall and LBPT as she is Trustees of both organisations.

5. Minutes of the meeting held on the 28 May 2025:

The minutes of the meeting held of 28 May 2025 were approved as a correct record.

6. Public Forum:

None.

7. Financial Report:

7.1 Outstanding actions from the meeting held on the 28 May 2025

The draft Financial Regulations will be submitted for approval at the full Council Meeting on 10 September 2025.

7.2 Quarter 1 Finance Report and Budget Monitoring

The RFO has compiled a list of limitations with the Rialtas software. **Action:** RFO to organise a remote meeting with Rialtas to see if these issues can be resolved. If not, other software will need to be investigated.

The balance of Loddon Town Council's accounts, including the Playing Field, as of 30 June 2025 was £302,445. This includes £177,236 of ear-marked funds and £125,209 of general funds.

7.3 Earmarked Reserves Report

The RFO circulated a report detailing LTC's reserves.

8. Governance:

- **Allotment Management Policy.** The amendments were reviewed and the revised policy approved.
- **Complaints Policy** - The amendments were reviewed and the revised policy approved.

Cllr AW arrived.

- **Working Party Terms of Reference** - The amendments were reviewed and the revised policy approved.
- **Lone Worker Policy** - The amendments were reviewed and the revised policy approved.

Action: AAO to update the approved policies on the LTC website.

- **Scheme of Delegation** – The amendments were reviewed and accepted and further amendments suggested. It was **resolved** to submit the revised Scheme of Delegation to full Council for approval at its meeting on 10 September 2025.
- **Co-option Policy** – The amendments were reviewed, and it was **resolved** to defer this item. **Action:** Clerk to add to next agenda.
- **IT Policy** – Item deferred. **Action:** Clerk to add to next F & G agenda.

9. To Consider any items for a future agenda:

- Reserves Policy
- CIL Policy
- Quarter 2 Finance Report and Budget Monitoring
- Finance software package
- 2026/27 Budget
- IT Policy
- Co-option Policy

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

The next Finance and Governance Committee meeting will be held on Wednesday 26 November at 7.00pm, in the Hollies Rear Hall. (Agenda items to Clerk by the 17 November 2025).

Cllr MP thanked the RFO for her efforts.

The meeting closed at 19.28.