



Finance and Governance Committee (FAGC) Minutes Weds 3 September 2025

In attendance: Cllr Melvin, Cllr Clarke, Cllr Ibbotson, Sally Laker (RFO), Mike Mordecai (Clerk)

1	Apologies for Absence- None
2	i) Review purpose/Terms of Reference of Committee (inc relationship with FCM) ii) Review operations of Committee (membership, roles and responsibilities, standing agenda items, frequency of meetings/online v in person/decision making offline) iii) Review of Standing Orders to align with i) and ii) iv) Next steps/actions Decision: It was agreed that there was continued benefit in maintaining a FAGC, given that much of the work and scrutiny required in this area is detailed, thus enabling: - more efficient Full Council Meetings (FCM) focussing on key financial and governance decisions based on FAGC work/recommendations - FAGC to make appropriate delegated financial decisions in a timely manner to aid the Council's operational efficiency. Decision: It was agreed that the Standing Orders (SOs) in relation to the FAGC would benefit from being updated, and to ensure they reflect updated guidance/financial regulations. Action: Clerk to circulate new draft SOs based on discussions at this meeting.
3	i) Working Groups and projects- budgets, grants/income, and agreeing spend. Decision: To ensure good practice on budgeting rounds and controls on spend for Working Groups and projects, all councillors will be requested to provide estimated budgets for future financial years. Action: Clerk to send template, asking for responses before the next FAGC. ii) Procurement Spend on external pavilion and electrical repairs. Decision: Excel's quote for c£1,400 was deemed good VFM, and given the work is relatively urgent, BPC will use Excel for this work. Replacing RFOs old/unreliable laptop, that also has Windows 10 (which goes out of support in Oct 25). Decision: Proceed with quote for c£1K (new laptop and configuration) from BPC's IT supplier.

	iii) EMRs/CIL and General Reserves (purpose, levels/good practice) and review of current EMRs/CIL allocation After advice from our internal auditors, BPC agreed in the last financial year that some long-standing unused EMRs should be returned to the General Reserve as a matter of good practice. And that we would review afresh the need for reallocating EMRs in the current financial year. The largest value EMRs returned were contingency funds for 2 x £5K for BNF and the BNF/HPO Charity. Decision: It was agreed that it would be prudent to allocate some of our general reserves in EMRs on an annual basis towards: - tree works at BNF, particularly given the potential for emergency works (e.g. storms) and ensuring the site is safe. - replacement groundcare equipment and other capital spend at the Recreation Ground Decision: Given that there is relatively little scope against current forecasts to allocate significant sums in new EMRs without depleting general reserves to below recommended levels it was agreed that EMR allocations for the above (annual BNF/capital spend at the Rec) would be reviewed as part of the 26-27 budget. BPC previously allocated an EMR to undefined youth projects, but as there were no concrete plans/requests at the time, the EMR was removed, but with the intention of adding it back in if suitable requests were made. Requests have been made by both primary schools in the parish for contributions towards outdoor learning facilities. Decision: £1,600 to be allocated to each school for these projects. BPC have also received a request for a contribution towards a new Rowledge Village Hall. It is estimated that the project will cost c£2.7m and that the committee working on the project believe they require another c£100K to meet these costs. Decision: £5,000 to be allocated to the new Rowledge Village Hall. Other Decisions: EMR7 SDNP CIL- To be used for external pavilion and electrical repairs, replacement laptop for RFO, and replacement gate. EMRs 20, 25 and 366 (SDNP CIL) and 368 (EHDC CIL) will be used for pavilion refurbishment capital spend. It is not expected that the pavilion refurbishment will use all of these EMRs, so costs will continue to be reviewed as quotes are reviewed. EMRs 20, 25 and 366 (SDNP CIL) can be used for £1,600 allocated towards Binsted School's outdoor learning structure if the project goes ahead. 368 (EHDC CIL) will be used for £1,600 allocated towards Rowledge School's outdoor learning centre and the £5,000 allocated towards Rowledge's new village hall. EMR25 (CPRE award) will be used for the introduction of glowworms at Blacknest Fields. iv) Relationship between BPC and BNF/HPO Charitable Trust It was agreed that a Management Agreement between BPC and BNF/HPO Charitable Trust would be beneficial to formalise the relationship and improve clarity in financial and governance arrangements. It was noted that there was a BNF/HPO Charitable Trust meeting planned for later in September, and that progress towards a Management Agreement would be reported at the next FAGC meeting.
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Commented [MM1]: Numbers are the Riatas references- couldn't find the EMR numbers.

4	AOB- None
5	Date of Next Meeting; 21 Oct 2025 11am at the Pavilion

