



FISHBOURNE PARISH COUNCIL

Minutes of the Finance Committee Meeting held on
Thursday 9 April 2026 at 2pm at the Fishbourne Centre, Blackboy Lane, PO18 8BE

Present: Cllr. H. Marshall (Chair), Cllr. R. Bates, Cllr. D. Copestake and Cllr. P. Stone.

In attendance: Mrs. L. Wright [Clerk to the Council/RFO]

F26/01 Apologies for absence

None.

F26/02 Declarations of interest by Councillors on any of the agenda items

None

F26/03 Public questions on matters on the agenda

There were no members of the public present to raise any matters

F26/04 Banking

The signatories were confirmed as Cllrs. Copestake, Hand, Hunter and Marshall. It was decided to recommend Cllr. Stone be added as a signatory.

The following list of Standing Orders and Direct Debits were approved for payment throughout the year:

DD/SO	To Whom	Frequency	Purpose
DD	Public Works Loan Board	6 monthly	Loan repayment
DD	Zen Internet	Annually	Domain registration
DD	Information Commissioner's Office	Annually	Data Protection subscription
SO	L Wright	Monthly	Salary
SO	West Sussex Pensions Fund	Monthly	Clerk's Pension
SO	The Fishbourne Centre	Monthly	Utilities and room hire

The following subscriptions were approved for payment throughout the year:

To Whom	Purpose
WSALC/NALC	Advice and training
Canva	Social Media graphics etc
SLCC	Clerk's support and training
Parish Online	Mapping tool
Chalkwood IT	Microsoft licences for Cllr. emails
ICO	Data protection registration

The following payments over £1000 were approved for payment throughout the year:

To Whom	Purpose
Chichester District Council	Dog bin emptying
The Fishbourne Centre	Outside loo maintenance
Fishbourne Playing Fields Association	Donation for grass cutting and insurance
Public Works Loan Board	Loan repayment
Lucy Wright	Clerk's salary
HMRC	Quarterly Tax and NIC

It was noted that the FSA now protects up to £120,000 in one financial institution, and was not brought up by the auditor as an issue.

F26/05

Review of Reserves

At year end the general reserves stood at £61547 which is 84% of the precept. This is within policy.

Ear marked reserves were £28553, broken down into:

Asset replacement: £13988

Neighbourhood Plan Projects: £14566

CIL: £0

F26/06

Review of End of Year Accounts and Performance against the Budget.

The Committee reviewed the accounts and budget monitor.

It was noted that in the financial year 2025-26 the Council underspent its budget by about £8453.19. This year the spending has been prudent to bolster the General Reserves which were dipping below the policy level.

F26/07

Review of internal controls including risk assessment

The internal controls were confirmed and approved as fit for purpose. The Clerk was asked to add GDPR to the Financial Risk Assessment for approval at the May meeting.

LW

F26/08

Review of Assets

The Asset Register was reviewed and approved. Cllr. Copestake to liaise with Cllr. Mason and complete the physical asset review and report.

DC

F26/09

Review of Insurance

The insurance cover was reviewed and deemed adequate. This is the second year of the three year term.

F26/10

Review of Financial Regulations

These were reviewed and approved as fit for purpose.

F26/11

Annual Governance and Accountability Return Review

F26/11.1

The Accounting Statements 2025-26 were reviewed and agreed as correct.

F26/11.2

The Explanation of variances was reviewed and agreed as correct.

F26/11.3

The Breakdown of reserves held was reviewed and agreed as correct.

F26/11.4

GDPR requirements:

F26/11.4.1

The Committee confirmed all councillors use generic email addresses.

F26/11.4.2

The Committee confirmed the website accessibility, privacy notice and accessibility statement met the requirements.

F26/11.4.3

The Council approved the replacement IT Policy to be presented for adoption.

F26/12

Recommendation to the Full Council

It is the **recommendation of the Finance Committee** that Fishbourne Parish Council:

1. Accepts and approves the bank signatories and list of standing orders/direct debits, subscriptions and payments over £1000 to be paid throughout the year.
2. Arranges for Cllr. Stone be given access to online banking.
3. Accepts the level of General Reserves and Earmarked Reserves.
4. Accepts and approves the End of Year Accounts.
5. Accepts and approves the Year End budget monitor and notes that the underspend of the budget for the financial year 2025/26 is approx. £8453.19.
6. Accepts and approves the internal controls and amended financial risk assessment.
7. Accepts and approves the Asset Register.
8. Accepts and approves the insurance for 2026-27.
9. Accepts and approves the use of the Financial Regulations.
10. Notes the review of the Annual Governance and Accountability Return 2025-26.
11. Accepts and adopts the replacement IT Policy.

Signed _____

Date _____