NORTHLEACH WITH EASTINGTON TOWN COUNCIL
Finance and General Resources Committee

Minutes of the meeting held on 21 July 2026, 7pm
at the Westwoods Centre, Northleach

Members Present: Cllrs Matt Jackson (Committee Chairman), Valerie Glynn, Terry Morley-Blackwell, Michael Seath, and Flam Wellman

In Attendance: Ms Pauline Rigby (Clerk/RFO), and two members of the public (representatives of Northleach Playgroup and Sparkhouse Creatives)

1. Apologies for absence

Apologies received from Cllr Brian Hulcup.

2. Declarations of Interest

Cllr Morley-Blackwell declared an interest in the grant request from Teen Space

Cllr Seath thought he may need to declare an interest in the grant request from Sparkhouse.

Cllr Blackwell asked if it was appropriate to participate in deciding other grant applications given that there was finite amount of money in the grants budget.

It was clarified that the decision whether to declare an interest rests with the councillor.

3. Confirmation of Minutes

It was RESOLVED that the minutes of the Finance and General Resources Committee meeting held on 21 April 2026 be confirmed as a true record.

4. Grant applications:

It was RESOLVED to change the order of business to consider the grant application from Northleach Playgroup first, then the application from Sparkhouse Creatives.

(a) To consider application from Northleach Playgroup for £1,000 for a new playhouse.

Northleach Playgroup's Treasurer answered questions. Some committee members thought an element of match funding was desirable.

It was RESOLVED to approve a grant of £700 for Northleach Playgroup.

(b) To consider application from Sparkhouse Creatives for £836.25 for the Spark-Link-Intergenerational Creative Connections project.

A director of Sparkhouse Creatives introduced the organisation and answered questions.

It was RESOLVED to approve a grant of £600 for the Sparkhouse Creatives' project, and invite the organisation to re-apply if the rest of the funding cannot be secured from other sources.

(c) To consider application from Northleach Teen Space for £500 for room hire.

Cllr Morley-Blackwell answered questions about the application and called another Teen Space committee member who participated over the phone.

It was RESOLVED to support Teen Space by providing the weekly hire of the Westwoods Centre free of charge rather than providing a grant that is then paid back.

5. Financial reporting:

(a) To approve and sign the bank reconciliation to 30 June 2026.

Cllrs Jackson had verified the bank reconciliation.

It was RESOLVED that the bank reconciliation be approved.

(a) To review quarterly receipts and payments detail.

Reports had been circulated. No questions were raised.

(b) To review the budget monitoring report.

Reports had been circulated, there were no questions.

(c) To report transfers between council accounts.

The Clerk reported that £10,000 a month had been drawn down to top up the current account. A notice had been placed on the Cambridge and Counties 95-day notice account, so that funds could be drawn from there later in the year.

(d) To note submission of VAT return for 30 June 2026.

The Clerk confirmed that the VAT return had been submitted.

6. To report on internal control checks and agree arrangements for next check.

Cllr Jackson had been away and would complete the next set of checks.

7. To receive the internal audit report and agree any further actions arising.

The report had been circulated.

There were no further actions arising.

8. To consider appointment of an internal auditor for financial year 2026-27, and confirm that the chosen auditor is independent of the council's decision making.

A report and three quotations had been circulated.

The Town Clerk emphasized that the council should be satisfied that the appointed internal auditor is independent of the council's decision-making processes.

It was RESOLVED that Bridget Bowen be appointed as the internal auditor for 2026-27.

9. To review and re-adopt the council's Sickness Absence Policy.

An amended policy had been circulated, following changes in the law on Statutory Sick Pay.

Members raised questions about Green Book terms, contractual obligations, and the number of weeks of occupational sick pay in Section 10. Following further discussion, it was agreed that Cllrs Glynn and Seath would review Section 10 and report to the next meeting.

10. To exclude press and public in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 owing to the confidential nature of the business.

It was RESOLVED that the public and press be excluded.

11. To Staffing Matters:

(a) Salary recommendations from the LCC Staffing Review.

It was RESOLVED that the salary recommendations be approved.

(b) Probationary period reviews

The Clerk reported successful completion of the Admin Officer's probationary period.

(c) Other matters:

The Clerk asked to reduce her weekly hours to 28 hours per week and councillors agreed.

It was RESOLVED that Cllrs Jackson and Glynn would conduct the Clerk's annual appraisal.

12. Items for future meetings: (for information only)

Already noted: Sickness absence policy (Cllr Glynn and Seath)

13. Date of Next Meeting.

The next scheduled meeting is on **Tues 13 October 2026** unless required sooner.

The meeting closed at 8:20 pm.

Signature of the Chairman on approval of the minutes: _____