



**Minutes of the meeting of the Finance and Governance Committee held in the Committee Room
Community Centre, Eskdale Road on Tuesday 10th February 2026**

PRESENT: Councillors G Shrivastava (Chair), B Ezra, A Lennard, K Middleton, and P Wood.
Clerk: Tony Skeggs Assistant Clerk: Absent

F26/01	APOLOGIES – Apologies were received and accepted from Cllr Kirve.	
F26/02	DECLARATION OF INTEREST – There were no new declarations of interest.	
F26/03	MINUTES OF PREVIOUS MEETING a) The minutes of the Finance and Governance Committee meeting held on 2 nd December 2025 were AGREED as a true and accurate record. b) The Action List was reviewed and updated.	
F26/04	INTERNAL AUDIT 2025/26 UPDATE a) The Clerk presented the 2024/25 Internal Audit Observations which showed the present position on the actions required following the 2024/25 internal audit. All the audit comments had been actioned apart from B1, financial regulations, C2, effectiveness of controls, C3, pre-renewal questionnaire. It was AGREED that the financial regulations would be submitted to the March Council meeting, a statement would be prepared on the effectiveness of the controls, and that the insurance pre-renewal questionnaire would be circulated in August. The updated Audit Observations report was then NOTED . b) The Clerk reported that there would be a new audit requirement this year, known as Assertion 10. The areas that the Parish Council would have to prove are: <ul style="list-style-type: none"> • Having a Council owned domain based official email address. • A website that continues to meet accessibility regulations. • An Information Technology policy. • A reinforcement of compliance with GDPR and DPA responsibilities. The Parish Council met the first two items, although the website would be tested. An IT policy would need to be drafted, and it met the GDPR / DPA responsibilities.	
F26/05	IT POLICY The Clerk circulated a Data Protection and Information Security for consideration and explained that an Information Technology policy was required as part of Assertion 10 requirements. After consideration it was proposed that a model policy be used and submitted to the Full Council meeting in March. This was AGREED . The age of the Council owned laptops used by Councillors was raised as they could not be upgraded to Windows 11 and Windows 10 was no longer supported.	Clerk
F26/06	INTERNAL CONTROL DOCUMENT The clerk presented the Internal Control document for consideration. After reviewing the document, it was proposed that item 3.4 be updated to include reference to the Assistant Clerk acting as cover in the absence of the Clerk and that the last point be amended to read “The maximum <i>single</i> transaction limit of expenditure on the card will be £500, <i>but in exceptional circumstances for payments between £500 and £1,500 a single Councillor can authorise the transaction and for expenditure over £1,500 two Councillors can approve the transaction</i> ”. The document as presented was AGREED .	
F26/07	RISK REGISTER There was a requirement to review the risk register at least once a year to ensure compliance with regulations. The last time had been in February 2025. The following points were considered and AGREED :	



	<ul style="list-style-type: none"> • Fin 7 – Risk changed from Low to Medium. Insurance cover values to be reviewed. Paper records to be reviewed and digitised if possible. • Strat 1 – Risk changed from Medium to Low. • Strat 2 – This would be reviewed in April after the outcome of the meeting on the 4th March is known. • Staff 1 – Risk changed from Medium to Low. • Staff 4 – Health & Safety training to be arranged for the Clerk & Assistant. Parish Warden to attend a manual handling course. • Staff 5 - Risk changed from Low to Medium until online banking backup in place. • Strat 7 – Risk changed from Medium to Low. • Coun 5 – Risk changed from High to Medium. Full complement of Councillors has allowed better representation on committees and distribution of project work. • Legal 1 – An IT policy to be prepared for the Full Council meeting in March. • Legal 7 – Risk changed from Low to Medium. There was a need to develop a communications strategy to publicise the work being undertaken by the Council. • NPlan 1 - Risk changed from Medium to Low. Awaiting second examiners report. • NPlan 3 - Risk changed from Low to Medium. Communication will be needed to publicise referendum. 	
F26/08	<p>FIXED ASSET REGISTER</p> <p>The Clerk presented the Asset Register. After consideration the following changes were proposed:</p> <ul style="list-style-type: none"> • The value of the Councillor laptops be written off. • The minimum value of asset to be listed should be greater than £500. • The book value and insurance value to be reviewed. <p>After reviewing the register it was proposed by Cllr Shrivastava, seconded by Cllr Wood, that the register be accepted. This was AGREED.</p>	
F26/09	<p>DATE OF NEXT MEETING</p> <p>The next meeting would be on Tuesday 14th April 2026.</p>	

The meeting closed at 8.45pm.

Signed: _____

Date: _____ 2026

Action List

Date	Minute	Description	By Whom	Status
13/02/24	24/04	Investigate Change of Internal Auditor. Contact neighbouring Councils.	Clerk	On Hold
11/04/24	24/18	Online Information Security Training Courses.	G Shrivastava	Outstanding
10/02/26	26/05	Prepare IT policy by 31 March 2026.	Clerk	