

**Purley on Thames Parish Council  
Minutes of the Finance and Governance Committee Meeting  
Held on Thursday 12<sup>th</sup> June 2025**

**In the Parish Office, Goosecroft**

Commencing 6:00pm and concluding at 7:11pm

**Present:** Councillors R. Wallace (Chairman), M. Bishop, G. Nyamie, G. Rolfe

**In attendance:** Sharon Way (Clerk)

**F&G 25/34 APOLOGIES FOR ABSENCE**

Councillor J. Langford

**F&G 25/35 DECLARATIONS OF INTEREST**

None.

**F&G 25/36 PUBLIC FORUM**

No members of the public were in attendance.

**F&G 25/37 MINUTES OF MEETING**

Cllr Wallace invited comments on the minutes of the meeting held on Thursday 3<sup>rd</sup> April 2025. No comments were made.

Following a proposal from Cllr Wallace and seconded by Cllr Nyamie it was:

**RESOLVED: Approval and adoption of the minutes of the meeting, Thursday 3<sup>rd</sup> April was AGREED.**

The minutes of the meeting, Thursday 3<sup>rd</sup> April were duly signed by Cllr Wallace.

**F&G 25/38 MATTERS ARISING FROM THE MINUTES OF THURSDAY 6<sup>th</sup> MARCH**

The Clerk and Chairman updated members present on the current status of the double-glazing reserve for the Barn windows.

**F&G 25/39 CLERK'S REPORT**

The Clerk reported that the Annual Governance and Accountability Return (AGAR) has been completed and will be presented at the Full Parish Council Meeting in June for formal approval and signing.

It was noted that the increase in the bank balance is due to the receipt of the first instalment of this year's precept.

The Clerk advised that the VAT return for Q4 of the previous financial year has been received, and work is currently underway on the Q1 return for the current financial year.

The Clerk informed the Council that the Financial Risk Assessment is due for review. Cllr Wallace agreed to undertake the review with the assistance of the Clerk, with the intention of presenting the updated document at the July meeting.

The Clerk also reported that the current electricity and gas contracts are due for renewal. After reviewing the available options, it was agreed to proceed with a one-year renewal with British Gas for both services.

Following a discussion on the solar panels smart export guarantee, it was agreed that the Clerk would follow up on the status of the applications and report back.

**F&G 25/40 CHAIRMAN'S REPORT**

None.

**F&G 25/41 FINANCIAL INFORMATION**

Members received and noted the following reports:

- Detailed income and expenditure report by project to 30<sup>th</sup> April 2025
- Bank reconciliation for March/April 2025
- Payments made for March/April 2025
- Direct Debit list March/April 2025
- Payments over £500 for March/April 2025

The reports were agreed by all members, and the report documentation was initialled by Cllr Wallace.

**F&G 25/42 MOTIONS FOR RESOLUTION**

**F&G 25/42-1 Election of Vice-Chairman**

Following a proposal from Cllr Rolfe and seconded by Cllr Nyamie it was:

**RESOLVED: The election of Cllr Bishop to the role of vice-chairman was AGREED.**

**F&G 25/42-2 Approval of Annual Accounts**

The Annual Internal Report circulated with the agenda was discussed and noted. The Clerk presented the prepared Annual Governance and Accountability Return (AGAR).

Following a proposal from Cllr Wallace and seconded by Cllr Nyamie it was:

**RESOLVED: To recommend to Full Council the adoption of the AGAR return for the year to 31st March 2025 was AGREED.**

**F&G 25/42-3 Earmarked Reserves**

Cllr Rolfe discussed the earmarked reserves agreed at the Chairman's Policy Working Group and presented in the Clerk's report.

Following a proposal from Cllr Rolfe and seconded by Cllr Bishop it was:

**RESOLVED: The earmarked reserves policy was AGREED.**

**F&G 25/42-4 Water Supply Upgrade Works Phase 2**

The Clerk went through the backing paper circulated to members prior to the meeting. Members noted that the cost estimate did not include for the use of barrier pipe and questioned whether barrier pipe was required due to the proximity of the burial ground. Members also noted that water meters were excluded, and that these would be required for sub-metering the site facilities.

Following a proposal from Cllr Rolfe and seconded by Cllr Bishop it was:

**RESOLVED: To recommend to Full Council the additional work and associated costs**

required to connect the facilities to the upgraded water supply, as outlined in backing paper F&G 25/42-4 was AGREED

**F&G 25/43 MEMBERS' ITEMS FOR THE NEXT MEETING**

Cllr Wallace requested that members give the Clerk items for the meeting agenda 14 days before the next meeting.

**F&G 25/44 DATE OF NEXT MEETING**

Thursday 17<sup>th</sup> July 2025.

**The meeting was formally closed at 7:11 pm.**

**Signed:** .....

**Date:** 28<sup>th</sup> August 2025