Minutes of the FINANCE & GOVERNANCE COMMITTEE held at 11:00pm on Tuesday 14th July 2026 in the PARISH OFFICE.

Officer in attendance: Mark Rochell, Clerk to the Council: clerk@bembridgeparishcouncil.gov.uk
23rd July 2026

Committee Members in attendance: Cllr H Brabazon, Cllr G Brasington, Cllr I Davis, Cllr M Groom, Cllr P Kenny.

Public Forum: No members of the public were in attendance.

Minutes

1. **Elect Chair and Vice Chair**
   To elect a Chair and Vice Chair of the committee for 2026/27.
   Resolved: To elect Cllr G Stoddart-Stones as Chair and Cllr I Davis as Vice-Chair.
2. **Terms of Reference**
   To note terms of reference of committee.
   Noted.
3. **Apologies for Absence**
   To receive and accept apologies for absence.
   Resolved: To accept apologies for absence from Cllr G Stoddart-Stones
4. **Declarations of Interest**
   To receive and record any declarations of interest.
   None received.
5. **Minutes of Last Meeting**
   To receive and adopt minutes of last meeting of the Finance and Governance Committee.
   Received and adopted.
6. **Budget review**
   To review Q1 budget 2026/27.
   Reviewed.
7. **Internal Audit Report 2025/26**
   To review recommendation from Internal Audit Annual Report 2025/26 and consider recommendations to full Council of Internal Audit 2026/27.
   Resolved: All recommendations reviewed and agreed to bring forward recommendations for implementation in 2026/27.
8. **Parish Council Fees**
   To review and agree any changes to annual Parish Council fees for Steyne Park hire and Cemetery fees.
   Resolved: To increase all fees by 3%.
9. **Annual costs**
   To review and agree annual subscription and membership fees.
   Reviewed and agreed.

DRAFT

10. SSEN Contract

To review correspondence with SSEN, legal advice and agree further actions.

Resolved: To reject offer of £500 and reply to SSEN with demand for backdated lease income of £1260 plus £5000 for permanent rights. In addition, all legal costs must be covered.

11. Ball Stop Nets

To receive update on potential sale of ball stop nets.

Resolved: To accept sale of ball stop nets to Yarmouth Town Council for £4,000.

12. Policies

To discuss and amend following policies for recommendation to Full Council:

12.1 Cemetery Policy

Resolved: To recommend to Full Council for adoption.

12.2 Memorial Bench Policy

Resolved: To adjust policy to allow for single seats at £300 and whole bench at £750 over a period of 7 years.

To discuss the creation of:

12.3 Extreme weather working policy

Resolved: For Clerk, Chair and Supervisor lengthsmen to work on a policy to bring back to the Committee for consideration.

13. BYCC Update

To receive update on BYCC roof repairs and agree any further actions.

Resolved: To arrange a meeting with BYCC Trustees.

14. Village Hall floor update

To receive update on Village Hall floor repairs and agree any further actions.

Resolved: To agree to recommend to Full Council to cover 50% of costs of compiling a full project specification.

15. Lengsthmen's Timesheets

To receive and review Lengthsmen's timesheets.

None received.

16. Staffing

To discuss staffing updates.

Resolved: Need for full job specification for office role, and to investigate further to requirement for a funding/grant consultant.

Meeting closed: 12:50pm

Date of next meeting: Tuesday 15th September 2026

Signed:

Dated:

DRAFT