

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Wednesday 1st July 2026** at **19:00 hrs** at the **Council Chamber, The Garth, Launton Road, OX26 6PS**.

Present:

Cllr Alisa Russell (Chair)
Cllr Paul Wheatley
Cllr Rachel Mallows
Cllr Les Sibley
Cllr Donna Ford

In Attendance:

Trevor Longfield - Responsible Finance Officer
Viktorija Kovale - Finance Administrator

12/ Appointment of Vice-Chair

2627 RESOLVED that the Committee **DEFFERED** the appointment until the next Finance Committee meeting.

13/ Apologies for Absence

2627 RESOLVED that apologies be received from:

- Cllr Jim Webb
- Cllr Tom Beckett

14/ Declarations of Interest

2627 RESOLVED that no declarations of interest were received.

15/ Minutes of the Finance Committee

2627 RESOLVED to **CONFIRM** the minutes of the Finance Committee meeting held on:

- **FIN01/2627** held on Tuesday 16th June 2026 at 19:00hrs.

16/ Public Session

2627 RESOLVED that no members of the public were present.

17/ Income and Expenditure two months to May

2627 RESOLVED that the Committee **NOTED** the Report.

Members requested that a detailed spreadsheet showing the full breakdown of income and expenditure transactions be presented to the next meeting of the Finance Committee.

18/ Balance Sheet

2627 RESOLVED that the Committee **NOTED** the Report.

Together with the Balance Sheet, the Committee received and considered a report, detailing unpaid invoices to the end of May.

The following matters were discussed:

- An outstanding invoice relating to the removal of a tree within the Cemetery was discussed. Members queried the status of the debt and requested that officers investigate the matter further, including contacting Oxfordshire County Council as necessary, and report back on the outcome.
- Members noted that invoices relating to events should, wherever practicable, be issued and paid in advance of the event to minimise the risk of outstanding debts.
- Members approved the transfer of small, immaterial credit balance to Sundry Income.
- Outstanding Cemetery invoices owed by funeral directors were discussed. Officers were requested to pursue recovery of the outstanding sums and, where necessary, negotiate appropriate repayment arrangements. Members agreed that, in the absence of satisfactory progress by September 2026, details of the outstanding debtor accounts would be included in the agenda papers for the Finance Committee meeting on 22 September 2026, which are published as public documents.
- Members requested a more detailed Pitchbooking Debtors Report for consideration at the next Finance Committee meeting.
- It was agreed that the Football Club's Service Level Agreements (SLA) be referred to the Policy Committee for review and consideration of the current provisions and requirements.
- Members requested that an Aged Debtors Report be presented to each future Finance Committee meeting, together with sufficient supporting detail to enable effective monitoring of outstanding invoices.

19/ Reserves

2627 RESOLVED that the Committee **REJECTED** the report.

During discussion, Members noted that additional information and clarification would be required before the report could be considered further and made the following requests:

- Members requested that officers seek clarification from the Council's auditors regarding the Council's restricted reserves, as this information was not available within the report presented to the Committee.
- Members requested that a report detailing Earmarked Reserve (EMR) movements be prepared for consideration by Full Council. Following Full Council's review, the Committee would consider whether any further adjustments or reallocations to Earmarked Reserves were required.
- Members expressed concerns regarding the quality and clarity of financial reports generated from the Rialtas accounting software, noting that reports were difficult to interpret and did not provide sufficient detail to support effective financial scrutiny.

- Officers were requested to engage with other local councils to obtain feedback on the financial management software they currently use and to identify alternative systems that may provide improved reporting functionality and greater transparency for Members.

Members requested that an updated report be brought back to a future meeting for further consideration.

20/ Fixed Assets

2627 RESOLVED that the Committee **REJECTED** the report.

Members requested that the Outdoor Team review and update the Council's Asset Register to reflect the latest information and provide a clear and comprehensive record of all Council assets.

21/ Budget Virement

2627 RESOLVED that the Committee **REJECTED** the report.

In considering the report, Members identified a number of matters requiring further information and requested the following:

- Officers were requested to present both the original approved budget and the revised budget position at the next Finance Committee meeting to provide greater transparency regarding the proposed virements.
- Members agreed that, following review of the additional information, the Committee would be in a position to consider whether to recommend the proposed budget virements to Full Council for approval.
- Members commented that the additional budget information would also assist the Committee in preparing for the forthcoming budget-setting cycle, which would commence around the time of the next Finance Committee meeting.

22/ Internal Audit 2025-26 Action Plan

2627 RESOLVED that the Committee **NOTED** the report.

Members requested that an updated progress report be presented to each future Finance Committee meeting, detailing the status of all outstanding audit recommendations and actions. This reporting should continue until all actions have been completed and formally closed.

23/ Forward Plan

2627 RESOLVED that a Forward Plan be included as a standing item on future Finance Committee agendas to assist Members in identifying upcoming financial matters, ensuring adequate preparation for future decisions, and reducing the risk of important items being overlooked.

Date of next Meeting: Tuesday 22nd September 2026 at 19:00hrs

CLOSE OF MEETING: 20:14hrs