STRATFORD-UPON-AVON TOWN COUNCIL

GOVERNANCE, FINANCE & RESOURCES COMMITTEE

22 September 2026

6:30pm to 7:50pm

Minutes

Present

Councillor Smith (Chair)

Councillors:

Albon	McNaught Barrow
Alcock	Petrovic
Coles	Vos

Responsible Financial Officer: Georgina Kerrigan
Press: None
Public: Mr Steve McGladrigan

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10. **Apologies for Absence**

Apologies were received from Councillors Duck, J Fradgley and Lee for the reasons given.

11. **Declarations of Interest**

None given.

12. **To receive written requests for dispensation**

There were no written or verbal requests for dispensations.

13. Public Participation

Mr Steve McGladrigan (Observer)

14. To approve the draft open Minutes of the Governance, Finance and Resources Committee meeting held on 2 June 2026

It was proposed, seconded and unanimously

RESOLVED That the Minutes of the Governance, Finance and Resources Committee meeting held on 2 June 2026 be approved as a correct record.

15. Town Clerk's Open Report

FINANCE

15.1 To receive the Quarterly Management Accounts for the period April to June 2026.

The RFO presented the quarterly management accounts for the period April to June 2026 and explained that the template had been rewritten to split out lines that were previously grouped together, although a summary page still provided a high-level overview. Members agreed that they liked this way of reporting as they liked to see some of the details behind the headlines but were happy for some items to be grouped for brevity.

A question was asked regarding LGR and the cost of elections, however it was noted that no certain figure could be produced at this time due to the uncertainty as to what, if any, elections would be taking place in the near future. It was agreed in terms of budget strategy that the reserve should continue to be built due to the uncertainty of future costs.

Further questions were asked regarding the Cemetery and Open Spaces figures which Members felt needed more scrutiny. A request was made for data to better understand the cost differences in running the various areas under Open Spaces. The RFO will liaise with the Open Spaces Foreman on areas where costs are grouped.

The RFO concluded her update by explaining that the surplus was looking healthy, however she reminded Members that this data was only one quarter in to the year and there would be a number of large expenditure items due in early 2027.

RESOLVED That the quarterly management accounts for the period April to June 2026 be noted.

15.2 2027-28 Budget Process

The RFO explained that the Town Clerk had requested a Budget working group be set up to assist with the 2027-28 budget setting process and therefore they were looking for volunteers.

Councillor Vos advised that he was happy to volunteer for the working group and it was suggested that the Chair of Planning, Environment and Transport Committee (Councillor Alcock) and the Chair of Community, Wellbeing and Place Committee (Councillor Hunter) should also be part of the working group.

Councillor Coles then requested that the public recording of future meetings be investigated with an appropriate budget provision made.

RESOLVED That a Budget working group be set up comprising of Councillors Alcock, Hunter and Vos.

15.3 Town Council Investment Opportunities

The RFO explained that the Town Council's investment accounts were in line with policy, however it was felt it might be prudent to spread the risk between additional funds.

She explained that CCLA had two further investment opportunities, however she had concerns about the protection offered by the FSCS and added that she was due to meet with CCLA later that week and would report back to the Committee.

The Committee felt that it might be prudent to choose separate organisations to invest in, however they were happy to wait for the outcome of the RFO's discussions with CCLA.

RESOLVED That the update on the Town Council's investments be noted.

15.4 Annual Review of Financial Policies and Procedures

The RFO advised that the review had been deferred until November when the new Financial Regulations and Standing Orders would be issued.

RESOLVED That the Annual Review of Financial Policies and Procedures be deferred until the meeting in November 2026.

15.5 Asset Register Review Group

The RFO advised that she would shortly be contacting members of the Asset Register Review Group to arrange the next meeting.

Councillors were invited to join the group and to liaise with the RFO should they wish to become a member.

15.6 Community Infrastructure Levy Suggestions

The RFO advised that the Committee had now adopted the responsibilities of the Community Infrastructure Levy (CIL) Working Group and therefore recommendations for projects should be submitted to the Committee.

Discussions took place as to what the monies could or could not be used for and it was agreed that any requests should be forwarded to the RFO in the first instance.

Clarity was requested around use of CIL to help purchase land that the Town Council would not then own. The RFO will investigate and report back to Councillors.

GOVERNANCE

15.7 External Audit (AGAR) update

The RFO introduced the external auditor's report. She explained that the Town Clerk and RFO did not agree with some of the comments received and she discussed these with the Committee, as per the Town Clerk's Open Report.

It was noted however that the Town Council had successfully passed the 2025/26 Annual Governance and Accountability Return (AGAR). She added that the Town Clerk and RFO would take their concerns back to the internal/external auditors in due course.

It was proposed, seconded and unanimously agreed to approve the External Auditor's report of the 2025/26 AGAR submission for recommendation to Council.

RECOMMENDED **That the External Auditor's report of the 2025/26 AGAR submission be approved for adoption.**

15.8 Appeals Sub-Committee and Terms of Reference

The Committee considered the proposal to establish a Sub-Committee to consider any staffing appeals. It was proposed that the Appeals Sub-Committee should comprise of three Members and nominations were sought.

Consideration was also given to the Terms of Reference for the Sub-Committee and it was then unanimously

RECOMMENDED

1. **That an Appeals Sub-Committee be established comprising of Councillors Coles, McNaught Barrow and Vos.**

2. **That the Terms of Reference for the Sub-Committee be approved.**

RESOURCES

15.9 Mace Bearers Appointment

Following the retirement of the current Saddler Mace Bearer, a recruitment process was undertaken which culminated in interviews taking place at the end of last week. It was proposed that the current Ludford Mace Bearer, Mr Glynn Slade, would be appointed as Saddler Mace Bearer, and the newly recruited Bearer would take on the role of Ludford Mace Bearer for a five-year term. The appointment would be reviewed at the end of the term by the Town Clerk and this Committee.

It was noted that one of the other applicants would be invited to be an additional Mace Bearer for resilience.

RESOLVED That Mr Glynn Slade be appointed Saddler Mace Bearer from 23 September 2026 and that Mr Giles Cleeve be appointed as Ludford Mace Bearer.

GENERAL

15.10 Town Clerk and RFO's verbal update

There was no verbal update.

16. To note the Terms of Reference for the Governance, Finance and Resources Committee

It was agreed that this should be deferred until the November 2026 meeting when the new Financial Regulations and Standing Orders would be issued, in order to review all documents as a whole.

17. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED That the press and public be excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. Sub section 2.

18. Staffing matters

The report was noted and the appropriate action taken as outlined in the Town Clerk's report.

Chair ……