

STRATFORD-UPON-AVON TOWN COUNCIL
Governance, Finance and Resources Committee

22 September 2026

Town Clerk's Open Report

FINANCE

1. Management Accounts for Q1, April-June 2026

- **To receive the management accounts for the period Q1, April-June 2026**

Appendix A Shows the Management Accounts for Q1 of 2026-27 (April-June). The template has been re-written as the old template and budget documents did not align. There are several budget lines that were grouped and not split into the required separate nominal codes or had no budget set. Where grouped, a split figure has been suggested for each nominal code to reach the original grouped total. Where missing, a zero figure is against the budget column, but Councillors may decide to vire an amount later in the year, such as for Borough Records. A few budget lines have been moved to a corrected location. The total income and expenditure values remain the same. Some figures are not yet accurate as repairs to databases are underway but will show amended figures in future versions. This includes deferred income and recharges for staff costs.

The current overall NET surplus / (Deficit) figure is £277,922 in surplus. However, it should be noted that this is only after 1 financial quarter (the next report is due after the end of September) and in early 2027 a number of large expenditure items are due such as initiative funding. There are no changes to the reserves. These are typically undertaken at year end.

Town Hall Commercial Management shows a small surplus of £2,388; however, this is before the outstanding adjustments for deferred income and staff recharges.

Cemetery & Open Spaces operates at a loss. This is currently £45,045 in deficit. There are some outstanding payments due to the Town Council for the Mast which should improve this. There is a long-standing issue with the tenant since their change to a new provider and the RFO is chasing regularly.

Members are requested to note the report.

2. 2027-28 Budget Process

- **To consider the budget process for the 2027-28 financial year**

The Town Clerk has requested a Budget working group be set up to assist with the 2027-28 budget setting process. All committee chairs will need to meet with RFO as usual to set out any specific requests.

Members are requested to volunteer to join the working group.

3. Town Council investments update

The Town Council's investment accounts are at a level where it may be prudent to spread the risk between additional funds. There are two possible further investments with CCLA however there is a question over the protection offered by the FSCS. The RFO is due to meet with CCLA on 24 September and will report back to the committee.

Members are requested to note the update.

4. Annual Review of Financial Policies and Procedures

- To review and approve Financial Policies and Procedures

This review has been deferred until November when the new Financial Regulations and Standing Orders will be issued. The documents to be reviewed will be: -

- Financial Regulations
- Financial Standing Orders
- Reserves Policy
- Investment Strategy

Members are requested to note the update.

5. Asset Register Review Group

A date needs to be agreed for the next Asset Register Review Group meeting, and the next batch of check sheets issued in order to meet the rolling checks requirements. If any new members wish to join the review group, please notify the RFO.

6. Community Infrastructure Levy Suggestions

As this committee has now adopted the responsibilities of the working group which did not have enough members to proceed, Members are requested to recommend any projects that could be financed by CIL funds.

GOVERNANCE

7. External Audit, AGAR 2025/26

- **To RECOMMEND the External Auditor's report of the 2025/26 AGAR submission**

Appendix B shows the certification for the 2025/26 AGAR submission and external auditor's report, received today. The Town Clerk and RFO do not agree with the comments received and will look in to taking these back to the internal and/or external auditors. Regardless of these comments, the Town Council has successfully passed the 2025/26 AGAR.

Recommendation

That Members recommend the report to full Council.

8. Appeals Sub-Committee

It is necessary for this Committee to establish a Sub-Committee to consider any appeals arising from staffing decisions. It is proposed that the Appeals Sub-Committee comprises of three Members.

To ensure impartiality, Members appointed to the Sub-Committee must not have taken part in the original consideration or decision relating to the staffing matter under appeal. A copy of the proposed Terms of Reference are attached. **Appendix C**

Recommendation

That an Appeals Sub-Committee be established and that three Councillors indicate their willingness to serve on it.

That the Terms of Reference for the Sub Committee be approved.

RESOURCES

9. Mace Bearers Appointment

Following the retirement of Mr Ken Ryman as Ludford Mace Bearer on 15 September 2026, a recruitment process has been undertaken, with interviews scheduled to take place during later the same week. An appointment, if made, will be reported to the Committee and will be for a five-year term.

Following the resignation of Mr Ken Ryman, who served as Saddler Mace Bearer, it is proposed that Mr Glynn Slade be appointed as Saddler Mace Bearer. The newly recruited Bearer will take on the role of Ludford Mace

Bearer. The appointments will be for a five-year term and will be reported to the Committee.

Recommendation

That Mr Glynn Slade be appointed Saddler Mace Bearer from 23 September 2026 and that * be appointed as Ludford Macer Bearer from 23 September 2026.

*if an appointment is made

Town Clerk and Chief Officer