LANCING PARISH COUNCIL

Minutes of the Finance and Governance Committee meeting held at the Council Chamber on Wednesday 8th April 2026

Committee Members present: Vanessa Evans (Committee Vice-Chair), Douglas Bradley, Ann Bridges, and Joe Pannell.

Ex-officio: None.
Officers: Steven Trice (CEO/Clerk)
Members of the Public/Cllrs: None

The Vice Chair, who assumed the Chair for the evening welcomed all present and read the safety announcement.

F032. Apologies for Absence
Apologies for absence were received from Cllrs Mendoza and Neocleous.

F033. Declarations of interest
There were no declarations of interest on any of the agenda items for this meeting.

F034. Public forum and questions
None present.

F035. Finance and Governance Committee minutes for the meeting held on 21st January 2026

It was **RESOLVED** to **approve the minutes for 21st January 2026 as a true and accurate record of the meeting.**

F036. YTD Income and Expenditure
Cllr Neocleous raised prior to the meeting the following questions, which had been answered by the Finance Officer. The CEO/Clerk presented the questions and answers to the Committee.

- **Line 720** - Beaches & Foreshores shows income of £8,363 against a budget of £32,000. This is significantly below where it should be?
  Answer: *£20,000 relates to Beach Green Kiosk. The invoice was missed this year as it is usually raised later in the year. The process is being reviewed to ensure timely invoicing going forward. The income has been included in the year-end accounts and will be invoiced and received next year.*

  Supplementary question.
  The question here relates to income being 24k down against budget, the answer I have below seems to relate to an invoice of £20,000 to the kiosk, do I assume that this income has missed the 25/26 accounts and will go into the 26/27 accounts? If so, does that mean next years income will reflect this and be higher as a result?
  Answer: *The Income and Expenditure report attached to the agenda was taken before I was able to complete our accruals and prepayments for the year which is why you don't see it. I've included the £20k income in 2025-2026, as that's the year it relates to, even though the cash hasn't been received yet. Then I do a matching adjustment at the start of the new year, creating a temporary deficit. When the payment is*

received, it clears the balance back to zero. This ensures income is recorded in the correct year. 2025-2026 increased £20k and 2026-2027 decreased £20k.

- **Line 725** - Beach Huts shows us £27k down on income against budget?
  Answer: *During the 2024–2025 year-end, a significant outstanding debtor balance was identified, including a number of historic Beach Hut licence invoices. A review was carried out: some older debts were written off due to age and changes in licensees, while others were matched to payments found in legacy accounts and corrected. All credit notes raised were approved and signed by the former Clerk.*
  Supplementary question.
  £27k is a big difference. This is a concern.
  Answer: *Yes that is a big difference. I've taken another look and what I think has happened is the income was budgeted to include VAT when it shouldn't have. The new budget accounts for VAT properly*
  282 Beach Huts X £457.20 Ground Rent (Inc. VAT) = £128,931.24
  282 Beach Huts X £381.00 Ground Rent (Exc. VAT) = £107,442.00

- **Line 730** - Car parks shows us £36k down on income against budget?
  Answer: *We did not receive our Q4 payment from NPC before the end of march. This is accounted for in the year end accounts*
  Supplementary question
  Does this mean we will be higher in 26/27 as a result?
  Answer: *I've accounted for this too in our year end accounts. Our agreement with NPC is £150,000 a year minimum so I calculated the difference from what we've received and what we are expecting. There is also around an additional £17k income that was supposed to be allocated to the year prior but was missed during Year-end. In short if we had received the payment, it would look like we were over budget but around 17K belongs to 2024-2025.*

- **Line 770** - General maintenance shows us £18k up on expenditure against budget?
  Answer: *Due to miscalculations in budgeting for NI and wages for 2025–2026, along with an unexpected expense for the planters prior to formally taking them on from Adur.*

	National Insurance (overspend)	*£14,570*
+	*Wages (overspend)*	*£14,109*
+	*Plants and Bark Chip (overspend)*	*£1,018*
-	*Total Underspend in other budgets*	*£11,504*
=	***Total***	***£18,193***

Supplementary Question.
The answer provided relates to NIC contributions not General Maintenance?
Answer: General Maintenance has a NI contributions and Wages budget lines specifically for Ground staff. (you can see them on the detailed I&E report)

YTD I&E Report Summary (300326)
YTD I&E Report Detailed (300326)

Signed:

Date:

F037. **Data Protection Policy**

The CEO/Clerk outlined the proposed changes and amendments presented in the report and welcomed questions. A question was raised by Cllr Evans in relation to data retention and destruction, which the CEO/Clerk explained was in line with the Council's Data Retention Policy. There being no further questions.

Members **RESOLVED** to **adopt the updated Data Protection Policy.**

F038. **Reserves Capital Policy**

In line with the newly created Capital Reserve Budget incorporated into the 2026/2027 budget, the CEO/Clerk presented a new policy to manage the expenditure of monies. It was noted that Cllr Neocleous had questioned, prior to the meeting, the level of expenditure covered by the policy, which appeared very low for capital projects/works. The CEO/Clerk explained that the expenditure levels were in line with current Financial Regulations, which he is reviewing as part of the governance review. Any changes to procurement rules, when the Financial Regulations are reviewed at the Annual Meeting of Council, would be updated and reflected in the policy. Members were reminded that the policy focused on removing the need to take low-level capital works to Committee for sign-off. Regarding emergency works, which was another concern raised by Cllr Neocleous, such as boiler replacement, clauses within the Financial Regulations allow such works to proceed under special circumstances on prescribed grounds, such as health and safety. Members were satisfied with the policy as presented.

Members **RESOLVED** to **recommend to Full Council the adoption of a Capital Reserves Policy.**

F039. **Beachside Montessori Nursery Tenancy Agreement**

Members had before them the proposed Heads of Terms to allow the CEO/Clerk to renew the Beachside Montessori Nursery Tenancy Agreement for a period of 10 years. It was noted that a number of officers had been involved in negotiations, and that the new Clerk had picked up the matter and held discussions with the Nursery owner. It was asked whether the tenancy fee would be reviewed every two years. The CEO/Clerk explained it was intended to be the first review, after which reviews would take place annually. Members noted that current tenancy fee was in line with fees outlined in the last signed agreement in 2020, which was on a three year scale so effectively 2023 rates were in place. It was felt that, where this was concerning, that the Council should retain that rate. Cllr Pannell asked for clarification on a couple of matters, including whether a deposit was held and whether inspections were being undertaken. It was confirmed that there was no record of a deposit being held, and that inspections were undertaken regularly by the Operations Manager. Cllr Evans asked what the termination clause was for either party. It was stated that such a clause was missing from the lease and should be added. It was noted that a 10-year tenancy agreement was very generous and that the Montessori Nursery was the only one in the area. It was also noted that the Nursery was looking to expand operations to the rooms above the current nursery, which would be subject to a separate tenancy agreement and would generate additional income for the Council. Following discussion, Cllr Pannell moved, and seconded by Cllr Bradley, that the tenancy fee be held at £1,500 for the first year and then increased annually in line with inflation; that a deposit equivalent to one month's rent be required; and that the termination period for either the Nursery or the Council be one year.

Members **RESOLVED** to **give the CEO/Clerk delegated authority to execute a 10-year tenancy agreement with Beachside Montessori Nursery in line with the Heads of Terms and conditions agreed within the body of the minute above.**

F040. **Renewal of Internal Audit Contract**

Members noted that the current Internal Auditor company provided excellent service and the price of the three-year contract would been fixed, so without comment.

Members **RESOLVED to renew the Council's Internal Audit contract with Mulberry Local Authority Services for three years**.

F041. **Items for information and/or inclusion on future agendas**

None

There being no further business the meeting closed at 7.03pm.

Signed:

Date: