BEAULIEU
PARISH COUNCIL

Flat One, Palace Stable Yard
Beaulieu, Hampshire SO42 7YL

clerk@beaulieu-pc.org.uk
07825 309333

Finance and General Purposes Committee
Minutes of the meeting held on Tuesday 12 May 2026 at 6.00 pm at Beaulieu Village Hall

Present: Cllrs. M. Dolbear (Chair), N. Hubbard, S. Steele and J. Rowland.

In attendance: Mrs N. Deering, Parish Clerk.

1. Apologies for Absence and Confirmation of Agenda

There were no apologies for absence. The agenda was confirmed.

2. Minutes of the Previous Meeting

The minutes of the previous meeting were approved.

3. Annual Governance and Accountability Return (AGAR) 2025/26

The Committee reviewed the 2025/26 AGAR and accompanying disclosures in detail.

Following discussion, the Committee agreed that the documents were appropriate for submission to the Council for approval, without amendment.

4. Risk Register – May 2026

The Committee undertook a detailed review of the May 2026 Risk Register.

Particular consideration was given to the legal and compliance risk identified under item 3.4, concerning the Council's ability to discharge its statutory duties and responsibilities in the event of the loss or unavailability of the Clerk or Responsible Financial Officer (RFO).

It was suggested that a centralised document management system should be established to improve continuity and access to essential Council records. eDocman and Google Drive were identified as possible solutions for further consideration.

No other amendments to the Risk Register were proposed.

5. Asset Register

The Committee reviewed the Asset Register in detail. No amendments were proposed, and it was agreed that the Register should be forwarded to the Council for approval.

6. Review of Policies and Terms of Reference

The Committee undertook a detailed review of the following policies and governance documents, including the proposed amendments shown in the redline versions:

- Standing Orders
- Disciplinary and Grievance Policy
- Equality and Diversity Policy
- Complaints Policy
- Councillor Code of Conduct
- Financial Regulations
- Civility and Respect Pledge
- Grants Policy
- Data Protection and Retention Policy

Following careful consideration, the Committee endorsed the proposed amendments and agreed that the revised documents should be forwarded to the Council for formal approval.

7. Insurance Review

Cllr. Steele reported on her independent reassessment of the Council's insurance arrangements.

Concern had been expressed in recent years over substantial increases in premiums charged by the existing insurer. Cllr. Steele had therefore undertaken a detailed review of the current renewal proposal with an independent insurance broker.

Although the proposed premium appeared high, her review concluded that it was broadly consistent with prevailing market rates.

The Committee noted the findings of the review.

8. Annual Review 2026

Cllr. Hubbard updated the Committee on the preparation of the Council's 2026 Annual Review.

The draft Review would be submitted to the Council for consideration and approval at its May meeting.

9. Appointment of Internal Auditor for 2026/27

The Committee considered the appointment of the Council's Internal Auditor for the 2026/27 financial year.

It was proposed by Cllr. Hubbard and seconded by Cllr. Steele that Mr Patrick Fairweather be invited to continue as the Council's Internal Auditor for 2026/27.

RESOLVED: That Mr Patrick Fairweather be invited to continue as Internal Auditor for 2026/27.

The resolution was carried unanimously.

10. Any Other Business

There were no further matters for consideration.

Signed: .....

Chair of the Finance and General Purposes Committee

Date: .....