



Appleton Parish Council

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Minutes of the meeting of the Finance and General Purposes Committee on Thursday 5th March 2026 at 9.45 AM

Present: -

Committee Members Cllr L Chapman (Chair), Cllr G Chapman, Cllr Helen Speed.

Cllrs: Cllr R Bett, Cllr P Lewenz, Cllr Laura Booth

Clerk: Karen Newton

Public: None Present

1. Welcome and apologies for absence

The Chair of the Finance and General Purposes Committee, Cllr L. Chapman, welcomed all attendees to the meeting.

Apologies for absence were received and noted as follows:

Cllr J Wheeler – Work Commitments

Cllr P Walker – Health

Cllr K Critchley - Health

Resolved: The apologies for absence were **accepted**.

2. Members Code of Conduct

There were no declarations of interest made by Members.

3. Public Participation

No members of the public were present.

4. Minutes

There were no minutes to approve.

5. Budget Report and Summary

The Clerk presented the Budget Report and financial summary for the period 1 April 2025 to 31 December 2025. Detailed income and expenditure statements, earmarked reserves, and receipts reports had been circulated to Members in advance of the meeting. It was confirmed some numbers are updated and may differ from previous reports.

The format of the Finance Report and summary was well received by Councillors, who noted the financial position as of 31 December 2025. Some budget items need to be added to the report

RESOLVED: That the Budget Report and financial position to 31 December 2025 be noted.

Members requested that, for future meetings, the Clerk include a cashbook breakdown (Expenditure against all Budget items including Budget balance per item) alongside the financial reports to provide additional detail on transactions.

6. Policy Review

Members reviewed the following draft policies and governance documents:

- **Code of Conduct** – Proposed by Cllr L. Chapman and seconded by Cllr G. Chapman.
RESOLVED: That the Code of Conduct be approved and recommended to Full Council.
- **Dignity at Work Policy** – Proposed by Cllr Laurence Chapman and seconded by Cllr Ghazala Chapman.
RESOLVED: That the Dignity at Work Policy be approved and recommended to Full Council.
- **Social media** – Proposed by Cllr Laurence Chapman and seconded by Cllr Ghazala Chapman.
RESOLVED: That the social media Policy be approved and recommended to Full Council.
- **Safeguarding Policy** – Proposed by Cllr Laurence Chapman and seconded by Cllr Ghazala Chapman.
RESOLVED: That the Safeguarding Policy be approved and recommended to Full Council.
- **Equality and Diversity Policy** – **Proposed** with two amendments by Cllr Laurence Chapman and **seconded** by Cllr Ghazala Chapman. Cllr Speed abstained from the vote on the proposed amendment to delete the item on “Accessibility”.
- **Data Protection Policy** – Deferred to the next Full Council Meeting (FCM) for further internal review.
- **Proposed Terms of Reference – Environment Committee** – Amendments to proposal reviewed in detail. Some items deleted as already covered in Standing Orders. Updated Terms of Reference with proposed revisions to be circulated internally for accuracy check and if agreed, the update will be recommended to full Council.

Members were asked to consider the documents, propose any amendments (with changes clearly identified for audit purposes), and recommend approval to Full Council.

7. Date of Next Meeting

Confirmed that the date of the next Finance Committee meeting **Tuesday 2nd April 2026** at **9:45 AM – Meeting Closed at 10:50AM**

~~Chair~~ of the Appleton Parish Council:

Date: 17-3-2026

Deputy Chair.

PRH