REPORT of
DIRECTOR OF LEGAL AND GOVERNANCE

to
STRATEGY AND RESOURCES COMMITTEE
26 NOVEMBER 2026

AMENDMENT TO MINUTES

1. PURPOSE OF THE REPORT

1.1 To seek the Committee's approval to correct the resolutions recorded in the Minutes of the Strategy and Resources Committee meeting held on 11 June 2026, so that the formal record accurately reflects the decisions made in relation to the 2025/26 financial outturn.

2. RECOMMENDATIONS

That the Committee:

(i) approves the amendment of the Minutes of the Strategy and Resources Committee meeting held on 11 June 2026 by replacing the resolutions recorded for Minute No. 99 – Budget Monitoring Report – Period 12 (31 March 2026) with those set out at paragraph 3.4 of this report; and

(ii) authorises the Director of Legal and Governance to make the necessary amendment to the formal record and publish the corrected Minutes.

3. SUMMARY OF KEY ISSUES

3.1 A query has been raised regarding the accuracy of the published Minutes of the Strategy and Resources Committee meeting held on 11 June 2026. The published resolutions for Minute No. 99 – Budget Monitoring Report – Period 12 (31 March 2026) refer in places to Period 9 information rather than the final financial outturn as at 31 March 2026. The discrepancy has also resulted in a query from the Council's auditors.

3.2 The Minutes have been reviewed against the notes taken at the meeting. This review identified that the resolutions in the published Minutes do not correspond with the recommendations recorded in those notes as having been agreed by the Committee.

3.3 It is important that the formal Minutes provide an accurate record of the Committee's decisions. The proposed correction will ensure that the record reflects the decisions of the Committee.

3.4 The following resolutions should replace those recorded under Minute No. 99 – Budget Monitoring Report – Period 12 (31 March 2026) in the Minutes of the meeting held on 11 June 2026.

That the Committee:

(i) noted that the final revenue outturn as at 31 March 2026 was £133,000 under budget (0.9%), with strong income performance in a number of operational areas. Further information can be found at Appendix 1 to the original report;

(ii) considered the capital outturn as at 31 March 2026, comprising total capital programme delivery of £5.476m against a revised budget of £6.980m, or 78% of the capital budget. The Committee noted that scheme delivery fully controlled by the Council achieved 93% of budgeted spend for 2025/26 and that, due to the phasing of works at the leisure centre, 60% of the projected capital expenditure was spent in 2025/26, with the remainder forecast for delivery in 2026/27. Further information can be found at Appendix 2 to the original report;

(iii) approved the movements in Earmarked and General Reserves set out in Appendix 3 to the original report and the associated application of reserves of £4.854m, including £1.072m to revenue budgets and £3.782m of capital funding, together with the related budget adjustments set out in section 7.4 and Appendix 4 to the original report;

(iv) noted the revenue budget reconciliation between the opening and current budget in Appendix 4 to the original report; and

(v) noted the improved General Fund debt position and the resulting cash benefit of £81,000.

3.5 Subject to the Committee's approval, the formal record will be amended, and the corrected Minutes will be published in accordance with the Council's usual procedures.

4. CONCLUSION

4.1 The published Minutes contain an administrative discrepancy in the resolutions relating to the 2025/26 financial outturn. Approval of the proposed amendment will ensure that the formal record is accurate and addresses the query raised.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 **Delivering good quality services**

5.1.1 Maintaining accurate and transparent committee records supports effective governance, accountability and the delivery of good quality services.

6. IMPLICATIONS

(i) **Impact on Customers** – There is no direct impact on customers. The amendment supports transparency and public confidence in the Council's decision-making records.

(ii) **Impact on Equalities** – No equality implications have been identified.

(iii) **Impact on Risk (including Fraud implications)** – Correcting the Minutes reduces the governance and audit risk arising from an inaccurate formal record. No fraud implications have been identified.

(iv) **Impact on Resources (financial)** – There are no new financial implications arising from this report. The amendment records the financial resolutions agreed at the meeting and does not alter the underlying financial outturn or approved reserve movements.

(v) **Impact on Resources (human)** – The correction can be completed within existing officer resources.

(vi) **Impact on Devolution / Local Government Reorganisation** – No direct implications have been identified.

Background Papers:
Report and Minutes of the Strategy and Resources Committee meeting held on 11 June 2026; officer notes of the meeting.

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