



To Councillors: J Aldridge, A Baker, S Compton, A Damodaran, M Gemmell Smith, A Layland, N Lloyd (Chair), S McGregor, S Sumner (Vice-Chair), B Todd.

A Finance and Governance Committee Meeting will be held at 7:45 pm on 23 January 2023 in Rickards Hall.

Members of the public are welcome to observe this meeting

Lorraine Ganney RFO

18 January 2023

Agenda

1 - Apologies for Absence	2
2 - Declaration of Interests or Predetermination	2
3 - To Confirm the Minutes of The Finance Committee Held on 14 November 2022	2
4 - Matters Arising from The Minutes for Report and Not Covered Elsewhere (for Information Only)	2
4.1 - Responsible Finance Officer's Report to Committee	2
5 - Financial Statement and Analysis of Receipts and Payments (financial Report Pack)	2
5.1 - To ratify the expenditure up to 31 December 2022	3
5.2 - To approve the list of expenditure for payment	3
5.3 - To review Expenditure over £500 up to 31 December 2022	3
5.4 - To receive the income up to 31 December 2022	3
5.5 - To review the Financial I&E Budget Comparisons report up to 31 December 2022	3
5.6 - To Review the I&E Accounts up to the 31 December 2022	3
5.7 - To review the Consolidated Balance Sheet	3
5.8 - To receive the Financial Summary Cashbook	3
5.9 - To confirm the Bank Reconciliation statements and Procurement Card for November and December 2022	3
5.10 - To approve and accept the transfers into, out of and between bank accounts	3
5.11 - To note and advise on invoices outstanding over 3 months	4
6 - Other Finance Business	4
6.1 - To note: The Precept 2023/24 request has been submitted to SDC following full Council resolution (January) to approve the draft budget published December	4
7 - Governance	4
7.1 - To receive an update on the Health and Safety Action Plan following the October external audit (reported to October full Council)	4
7.2 - To note: the updated Health and Safety Policy Manual and Employee Handbook have been published on the website	4
7.3 - Nomads Lease update: Review to reflect changes permitting Nomads to hire facilities to Chipstead juniors and lady's teams	4
8 - Finance Correspondence	4
9 - DATE OF NEXT MEETING – 27 March 2023	4

1 **Apologies for Absence**

2 **Declaration of Interests or Predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

3 **To Confirm the Minutes of The Finance Committee Held on 14 November 2022**

 Finance | 14 Nov 2022 v.1 | Minutes (Pages 9813 to 9816)

4 **Matters Arising from The Minutes for Report and Not Covered Elsewhere (for Information Only)**

4.1 **Responsible Finance Officer's Report to Committee Information**

I am still working on learning the Cemetery program and have been busy reviewing the EPITAPH IT systems with some anomalies being corrected and some still being sorted.

I attended a few works hops these last few months

- Budget Workshop Hosted by Edge.
- Keeping on Top of Website Accessibility , hosted by SLCC
- Attended a Burial Grounds Management Workshop, hosted KALC, held in person
- Cemetery and Churchyard Safety webinar , hosted by SLCC

I will also be attending an Allotments Management course, attending the NAMBA Conference, Electoral Training and Standards Matter in the next few weeks.

The Precept has been reviewed and submitted to SDC after Full Council approval 16 January 2022

Governance Updates/information to note:

- Risk register updated – work is progressing with listing all Council assets on EDGE Asset management.
- Managing Risk –Once the Lloyds Bank account funds have been moved (resolutions 2022), the Capital and Reserve Funds Policy will need updating to reflect banking changes. An Investment Policy could be considered as part of managing risk
- Financial Regulations follow the NALC recommendations but do need a full review and update

5 **Financial Statement and Analysis of Receipts and Payments (financial Report Pack)**

Do Members ratify the above report?

- 5.1 **To ratify the expenditure up to 31 December 2022**
📎 Annex 1: Paid Expenditure Transactions
- 5.2 **To approve the list of expenditure for payment**
Do Members approve the above payment?
📎 Annex 2: Expenditure Transactions
- 5.3 **To review Expenditure over £500 up to 31 December 2022**
Do Members/ the Committee accept the above report?
🔗 <https://www.edenbridgetowncouncil.gov.uk/expenditure-over-500/>
📎 Annex 3: Paid Expenditure over £500
- 5.4 **To receive the income up to 31 December 2022**
Do Members receive the above report?
📎 Annex 4: 5.4 Received Income Transactions.pdf
- 5.5 **To review the Financial I&E Budget Comparisons report up to 31 December 2022**
Do Members receive the above reports?
📎 Annex 5: 5.5 Financial Budget Comparison.pdf
- 5.6 **To Review the I&E Accounts up to the 31 December 2022**
Do Members receive the above report?
📎 Annex 6: Income and Expenditure Account
- 5.7 **To review the Consolidated Balance Sheet**
Do Members confirm the above report?
📎 Annex 7: Consolidated Balance Sheet
- 5.8 **To receive the Financial Summary Cashbook**
Do Members confirm the above report?
📎 Annex 8: Financial Summary - Cashbook
- 5.9 **To confirm the Bank Reconciliation statements and Procurement Card for November and December 2022**
Do Members confirm and accept the above reports?
📎 Annex 9: Bank and Investment Accounts / Barclaycard Expenditure
- 5.10 **To approve and accept the transfers into, out of and between bank accounts**
Do Members approve and accept the attached report?
📎 Annex 10: Bank Account Transfers

5.11 **To note and advise on invoices outstanding over 3 months**

Nothing to report.

6 **Other Finance Business**

6.1 **To note: The Precept 2023/24 request has been submitted to SDC following full Council resolution (January) to approve the draft budget published December**

7 **Governance**


7.1 **To receive an update on the Health and Safety Action Plan following the October external audit (reported to October full Council)**


An extract from the full report presented to full Council (October 2022), is attached with the Action Plan and actions taken to date.

 Confidential Annex 11 (omitted from public documents): 2022 GRA Safety Action Plan

7.2 **To note: the updated Health and Safety Policy Manual and Employee Handbook have been published on the website**

WorkNest has reviewed and updated the Council's H&S policy and manual following the H&S audit.

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2023/01/2023-Health-and-Safety-Policy-Manual-September-2022.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2023/01/2023-Health-and-Safety-Employee-Handbook-September-2022.pdf>

7.3 **Nomads Lease update: Review to reflect changes permitting Nomads to hire facilities to Chipstead juniors and lady's teams**

At the August Planning & Transportation Committee, under delegated authority, it was agreed Nomads could hire its facilities to allow Chipstead Ladies team to play at Mowshurst facilities, for the remainder of the Lease period. Committee asked for Lease to be reviewed to reflect the previous permission for Chipstead juniors and now also the lady's team. At the annual Lease meeting with Nomads this was discussed. A request has been made to the solicitors to ask if this could be done under a memorandum or if the Lease needs full update.

8 **Finance Correspondence**

9 **DATE OF NEXT MEETING - 27 March 2023**