

To Councillors: A Baker, S Compton, A Eyre, M Gemmell Smith, A Layland, S McGregor, A Read, S Sumner (Vice-Chairman).

Notice is hereby given of a Finance Committee Meeting to be held in Rickards Hall on 24 July 2023 at 7:40 pm. Members of the Committee are summoned to attend.

Members of the public are welcome to observe this meeting, please e-mail the RFO by Monday 24 July at 9am.

Lorraine Ganney RFO
19/07/23

Agenda

1	Apologies for Absence	2
2	Declaration of Interests or Predetermination	2
3	To Confirm the Minutes of The Finance Committee Held on 22 May 2023	2
4	Matters Arising from The Minutes for Report and Not Covered Elsewhere (for Information Only)	2
5	Financial Statement and Analysis of Receipts and Payments (financial Report Pack)	2
5.1	To ratify the expenditure up to 30 June 2023.	2
5.2	To approve the list of expenditure for payment	2
5.3	To review Expenditure over £500 up to 30 June 2023.	2
5.4	To receive the income up to 30 June 2023	2
5.5	To review the Financial I&E Budget Comparisons report to 30 June 2023	2
5.6	To receive and confirm the I&E Account up to 30 June 2023	3
5.7	To review the Consolidated Balance Sheet	3
5.8	To receive the Financial Summary Cashbook to 30 June 2023	3
5.9	To confirm the Bank Reconciliation statements and Procurement Card for April, May and June 2023	3
5.10	To approve and accept the transfers into, out of and between bank accounts	4
5.11	To note and advise on invoices outstanding over 3 months	4
6	Financial and Council Risk Review	4
7	Other Finance Business	4
8	Date of Next Meeting - 09 October 2023	4


Meeting Papers & Report

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 22 May 2023**

 Finance and Governance | 22 May 2023 v.1 - Minutes (Pages 2023-003/1-2)

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

For Information - Recent additional RFO activity

I was officially was promoted to Shadow Deputy Clerk in May. A finance training session for councillors was held on the 29 June 2023, to understand Council finances and the papers presented at Finance meetings. I was involved with coordinating the office move and redecoration which included storage arrangements. A summer program has been arranged for the Market during August with children's activities and music. I attended the co-option Council meeting for the new councillors.

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

To approve the Financial Income and Expenditure Statements as of 30 June 2023.

5.1 **To ratify the expenditure up to 30 June 2023.**

Do Members ratify the attached expenditure report?


 Annex 1: Paid Expenditure 30/06/2023

5.2 **To approve the list of expenditure for payment**

Nothing to for approval as invoices will be prepared for the end of the month.

5.3 **To review Expenditure over £500 up to 30 June 2023.**

Do Members ratify the expenditure over £500 reports?

 Annex 2: Transactions over £500 30/06/2023

5.4 **To receive the income up to 30 June 2023**

Do Members ratify the attached income report?

 Annex 3: Received income transactions 30/06/2023

5.5 **To review the Financial I&E Budget Comparisons report to 30 June 2023**

Do Members agree the attached I&E comparisons report?

5.6 **To receive and confirm the I&E Account up to 30 June 2023**
Do Members receive the above reports?

Annex 5: I&E account 30/06/2023

5.7 **To review the Consolidated Balance Sheet**
Do Members confirm the consolidated balances report?

To note: At the end of the last financial year, £68,435 was transferred into the reserves for expenditure yet to occur/projects to complete. Included in the I&E budget comparisons report is £7,900 of expenditure (see below) plus £100k from allocated CIL funds which will be released back in to the General Reserves in July/August (will see changes at next meeting):

Projects: Logo £650; Treatment works £4,250;
Buildings 10/30 year: £3,000 (funds moved (2021/22))
Allocated CIL: £100,000 to Medical Centre

IT Sharepoint/InTune - invoice yet to receive but has £7k allocated in project reserves.

Annex 6: Consolidated Ballance Sheet 30/06/2023

5.8 **To receive the Financial Summary Cashbook to 30 June 2023**
Do Members confirm the above report?

Annex 7: Financial Summary Cashbook 30/06/2023

5.9 **To confirm the Bank Reconciliation statements and Procurement Card for April, May and June 2023**

The bank and procurement card reconciliations will be reviewed by Cllr Compton.

Bank Account	Opening balance as of 30/04/23	Spend	Receipts	Transfers	Closing Balance as of 28/02/23
Barclays General	£13,459.19	-£531,084.13	£637,790.76	-£101,523.04	£18,642.78
Barclays Reserves	£343,323.32		£7,134.80	£189,953.24	£540,411.36
Barclays CIL	£182,783.69		£4,435.06	-£100,000.00	£87,218.75
Lloyds General	£128,667.40		£0.00		£128,667.40
CCLA General	£200,000.00		£0.00		£200,000.00
CCLA CIL	£100,000.00		£0.00		£100,000.00
Petty Cash	£200.00		£0.00		£200.00

	£1,332,989.3 0	-£531,084.13	£649,360.62	-£11,569.80	£1,075,140.2 9
--	-------------------	--------------	-------------	-------------	-------------------

Do Members confirm the reconciliations report?

📎 Annex 8: Barclaycard statement 01/04/23 to 30/06/23

5.10 **To approve and accept the transfers into, out of and between bank accounts**
Do Members confirm and approve the attached report?

📎 Annex 9: Bank Transfers too 30/06/2023

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

None.

6 **Financial and Council Risk Review**

To nominate one councillor, with the Chair, Town Clerk and the RFO, to review the Council's Financial and Council Risks.

The RFO will confirm a date in August.

7 **Other Finance Business**

To note: everything at this end end has been completed to close the Lloyds Bank Account and is now and now awaiting Lloyds Bank to actually complete the closure and transfer the funds in to the Barclays account.

8 **Date of Next Meeting - 09 October 2023**