



Meeting (No)

Finance & Administration Committee (1)

Time & Date

10am Tuesday 12 July 2022

Place

Neston Town Hall

Document

Draft Minutes

Present: Cllrs Wastell (Chair), Hudspeth, Jackson, Jones and Kynaston

In attendance: Miss A Duncan (Governance & Operations Manager) and Mr T Godfrey (Finance Manager)

PART 1: Items considered in the presence of the press and public

1 Election of Chair

The Mayor opened the meeting and called for nominations for Chair of Finance & Administration Committee.

RESOLVED to elect Cllr Wastell as Chair of the Finance & Administration Committee to serve until the first meeting of the Finance & Administration Committee in the new Council year.

2 Election of Vice-Chair

RESOLVED to elect Cllr Jones as the Vice-Chair of the Finance & Administration Committee to serve until the first meeting of the Finance & Administration Committee in the new Council year.

3 Questions and comments from residents

There were no questions or comments.

4 Apologies for absence

No apologies were received. The absence of Cllr Jackson was noted.

5 Declarations of Interest

No declarations of interest were received.

6 Schedule of meetings

RESOLVED to agree a schedule of Finance & Administration Committee meetings for the current council year.

7 Budgets

Committee budgets were considered. No changes were made.

8 Finance

a **RESOLVED** to approve expenditure of £47,347.29 net from the Council's current account authorised by the RFO from 01.05.22 to 30.06.22, and Equals card payment of £349.12 net from 01.05.22 to 30.06.22. The Chair signed the expenditure records.

b The Committee noted the current account income of £12,155.11 net from 01.05.22 to 30.06.22. The Chair signed the income records.

c **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 30.06.22. The Chair signed the reconciliation records.

9 Exceptions report

It was noted that there were no exceptions to report for the Finance & Administration Committee.

Chair's initials and date:

10	Governance & Operations Manager's report and officer delegated decisions
a	<p>The Governance & Operations Manager's report (FA1/10a) was received.</p> <p><u>Equals Card</u></p> <p>It was confirmed that an additional Equals card had been provided to the G&O Manager (as per minute 136, R&P 05.04.22) with a £10 minimum balance which was required to set up the account. There was no expenditure to report.</p> <p><u>IT Support Contract</u></p> <p>It was confirmed that Council had approved the R&P Committee recommendation that Financial Regulation 11.1(d) relating to contracts be waived in relation to the IT/website support services to enable a price to be negotiated with the current contractor. The reason for this decision was continuity and security of a vital service for the functioning of the Town Council (minute 43a, Council 28.06.22).</p>
b	It was noted that no delegated decisions relating to the Finance & Administration Committee had been taken since 17.05.22 (Annual Meeting of the Council).
11	IT security
	RESOLVED to approve renewal of the server/pc encryption for a further two years at a total cost of £295.50+VAT.
12	Cash flow management
	The Committee considered report FA1/12 and agreed a recommendation to Full Council that cash flow management be considered following the approval of a Treasury Management Policy and procedure for implementation.
13	Date of next meeting
	The date of next scheduled meeting was noted as 13.09.22 at 10am. The Committee decided that no additional meetings were required.
14	Exclusion of the Press and Public
	RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item– paragraph 3 (information relating to the financial or business affairs of any particular person).
PART 2: Items considered in the absence of the press and public	
15	IT support contract
	RESOLVED to approve the IT support service level agreement with Belowzer0 Multimedia Ltd for the financial year 2022/23. (The decision of Council as detailed in minute 10a above was applied to this resolution).

The meeting closed at 10.50am.

Signed _____ Date _____