



*Meeting (No)*

*Time & Date*

*Place*

*Document*

**Finance & Administration Committee (2)**

**10am Tuesday 20 September 2022**

**Neston Town Hall**

**Draft Minutes**

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

**In attendance:** Miss A Duncan (Governance & Operations Manager). Mr T Godfrey (Finance Manager) attended for agenda item 24 only.

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

**16 Questions and comments from residents**

There were no questions or comments.

**17 Apologies for absence**

There were no apologies. The absence of Cllr Jackson was noted.

**18 Declarations of Interest**

No declarations were received.

**19 Minutes of the last meeting**

**RESOLVED** to confirm as a correct record the minutes of the meeting held on 12.07.22. The Chair signed the minutes.

**20 Committee budget**

The Committee considered the current F&A Committee budget/EMRs. No changes were made.

**21 Finance**

a **RESOLVED** to approve expenditure of £20,635.71 net from the Council's current account authorised by the RFO from 01.07.22 to 31.07.22, and Equals card payment of £105.88 net from 01.07.22 to 31.07.22. The Chair signed the expenditure records.

b The Committee noted the current account income of £7,867.75 net from 01.07.22 to 31.07.22. The Chair signed the income records.

c **RESOLVED** to agree the reconciliation of the Council's three bank accounts to 31.07.22.

**22 Exceptions report**

The exceptions report was received and it was noted that a treasury management procedure had been drafted for consideration by Council on 4 October.

**23 Officer delegated decisions**

It was noted that no delegated decisions relating to the Finance & Administration Committee had been taken since the last meeting.

Agenda items 25 and 26 were brought forward by common consent

**25 Budget setting 2023/24**

a It was decided that standing committees should be guided by the outcome of the Council meeting on 4 October when considering their budget requests for 23/24.

Chair's initials and date:

b	It was agreed to recommend to Community & Environment Committee that an amount for Coronation celebrations be included in the 23/24 budget request.
<b>26</b>	<b>Risk management</b>
	<b>RESOLVED</b> to approve the Finance & Administration Committee's risk assessment for 2022/23 as detailed in paper FA2/26. The Chair signed the risk assessment.
The Finance Manager joined the meeting.	
<b>24</b>	<b>Outturn report</b>
	The Finance Manager presented the Town Council's outturn report for 2021/22 (paper FA2/24). It was confirmed that at 31/03/22 the general reserve was £181,291 (46.76% of budget), £22,188 of which would be used during the current financial year to meet the anticipated difference between income (including precept) and expenditure. The Committee asked the Finance Manager to clarify the JPAG best practice guidance on levels of general reserves and report findings to the next meeting.
The Finance Manager left the meeting.	
Agenda items 25 and 26 were considered earlier following item 23.	
<b>27</b>	<b>Date of next meeting</b>
	It was noted that the next scheduled meeting would be held at 10am on 01.11.22. The Committee decided that no additional meetings were required.

The meeting closed at 11am.

Signed \_\_\_\_\_ Date \_\_\_\_\_