



Meeting (No) **Finance & Administration Committee (3)**
Time & Date **10am Tuesday 1 November 2022**
Place **Neston Town Hall**
Document **Draft Minutes**

Present: Cllrs Wastell (Chair), Hudspeth, Jones and Kynaston and A Kunaj (Council Manager) and T Godfrey (Finance Manager - RFO).

PART 1: Items considered in the presence of the press and public	
28	Questions and comments from residents: None.
29	Apologies for absence: The absence of Cllr Jackson was noted.
30	Declarations of Interest: None.
31	Minutes of the last meeting
	Resolved to confirm the minutes of the meeting held on 20.09.22 as a true and correct record. The Chair signed the minutes.
32	Committee budget
	The current F&A Committee budget/EMRs were considered. It was noted that the 2022/23 overhead expenditure recorded a budget of £38,544 and a projected figure of £46,843. The net income over expenditure recorded £255,214 with a projected figure of £248,020. The RFO had submitted a report and further explanation.
33	Finance
a	Resolved to approve expenditure of £51,566.65 net from the Council's current account authorised by the RFO from 01.08.22 to 30.09.22, and Equals card payment of £197.60 net from 01.08.22 to 30.09.22.
b	The current account income of £5,177.05 net from 01.08.22 to 30.09.22 was noted.
c	Resolved that the reconciliation of the Council's three bank accounts to 30.09.22 was correct. The Chair signed the documents.
d	The committee confirmed that Neston Town Council would display the notice of conclusion of audit for 14 days.
34	Exceptions report
	The exceptions report was reviewed. The RFO is currently investigating options and was asked to make the 95-day investment at the earliest opportunity.
35	Officer Delegated Decisions
	Members noted that there had been no delegated decisions taken in relating to the Finance & Administration Committee since the last meeting.
36	Replacement Laptop
	Resolved to approve purchase of a replacement laptop for the SM&S Co-ordinator at a maximum cost of £550 (£210 from EMR 330 and the remainder from budget 4055). The old laptop would be wiped clean and made available for use by councillors at council meetings.
37	Budget setting 2023/24
a	Resolved to adopt the JPAG best practice guidance on levels of general reserves as outlined in the report FA3/37a.

b	<p>The committee considered report FA3/37b and the Committee's budget request for 23/24 agreeing the following;</p> <ul style="list-style-type: none"> • 4056 - recruitment expenses £60 to be included in the HR committee budget. • 4036, 4310,4315, website, newsletter and notice boards to be included in the C&E budget. <p>Projected amendments</p> <ul style="list-style-type: none"> • 4060 – Contractual Services – amend to £2,200 • 4065 – Telephone/Broadband – amend to £2,500 • 4066 – Training – Cllrs amend to £1,000 • 4101 – Travel – Cllrs amend to £150 <p>Photocopy rental (4070) to be looked at in the new year with a view to assess cost of purchase vs rental.</p> <p>The committee requested that the job description and costs of a Ranger be investigated by the HR Committee with the potential of adding this to the 2023/24 budget.</p>
T Godfrey left the meeting	
38	Delivery Plan
a	<p>The committee approved some minor amendments to the draft Delivery Plan.</p> <p>The committee recommend that Council adopts the draft 2022-23 Delivery Plan.</p>
b	<p>The committee agreed to recommend to Council the following priority of projects to progress:</p> <ol style="list-style-type: none"> 1. Define and introduce a Ranger Service to work alongside CWAC. 2. Support the continuance of significant public events, focusing of the proclamation of King Charles III. 3. Work to maintain and enhance the provision of allotments in the town. Marshlands allotment to take priority; extension to be investigated. 4. Neighbourhood Plan; Council to agree priorities to progress in 2023-24 5. Digital Notice Board, to provide one in the town – the cost and budget to be investigated in time for adding to the budget meeting.
39	Date of next meeting
	<ul style="list-style-type: none"> • The date of the next scheduled meeting for 10am on 07.03.23 was noted. • The committee agreed to hold an additional meeting at 10am on 13.12.22 for the purpose of deciding the precept recommendation to be made to Council in January 2023.

Meeting closed at 11:43

Signed_____ **Date**_____