



Meeting (No) **Finance & Administration Committee (5)**
 Time & Date **10am Tuesday 7 March 2023**
 Place **Neston Town Hall**
 Document **Agenda**

Members of the public and the press are welcome to attend for "Part 1" of the agenda. Reports in "Part 2" contain confidential information and only Councillors and reporting officers can be present.

Supporting documents may be viewed on our website www.neston.org.uk by following links to the Town Council Meetings, or viewed at the council offices.

PART 1: Items to be considered in the presence of the press and public		
47	Questions and comments from residents or representatives to a maximum of 3 minutes per person and an overall limit of 30 minutes	
a	on any item of business included in the agenda	
b	with the Chairman's permission to seek information from the Council about matters of particular significance to the people of Neston.	
		Document
48	Apologies for absence	
	To receive and consider acceptance of reasons for absence and to note other absence.	
49	Declarations of Interest	
	To receive declarations of pecuniary and/or non-pecuniary interests and the nature of those interests in relation to any agenda item.	
50	Minutes of the last meeting	
	To confirm as a correct record the minutes of the meeting held on 13.12.22.	FA5/50
51	Delegated decisions	
	To note there were no officer delegated decisions taken relating to the Finance & Admin Committee.	
52	Exceptions report	
	To note the exceptions report for the Finance and Admin Committee.	FA5/52
53	Committee budget	
	To consider the current F&A Committee budget/EMRs.	FA5/53
54	Finance	
a	To approve expenditure of £51,164.63 net from the Council's current account authorised by the RFO from 01.12.22 to 31.01.23, and Equals card payment of £ 21.35 net from 01.12.22 to 31.01.23.	FA5/54a
b	To note the current account income of £3,326.92 net from 01.12.22 to 31.01.23.	FA5/54b
c	To agree the reconciliation of the Council's three bank accounts to 31.01.23.	FA5/54c
55	Development Plan	

	To review the Development Plan and consider inclusion of short-term, medium-term and long-term priorities.	FA5/53
56	Rialtas Business Solutions (RBS)	
	To approve the annual RBS fee of £755+VAT for completion of end of year accounts.	
	To approve the following RBS fees for the Bookings Software Annual Support and Maintenance Licence: Pro rata to 31.03.23 £115.04+VAT 01.04.23 to 31.03.24 £400+VAT. (Contract dates adjusted by RBS to align with the financial year.)	
	To approve the following RBS fees for the Making Tax Digital for VAT Submission Annual Subscription: Pro rata to 31.03.23 £10.49+VAT 01.04.23 to 31.03.24 £100+VAT. (Contract dates adjusted by RBS to align with the financial year.)	
57	Risk management	
	To approve a risk assessment for the Finance & Administration Committee (updated to include the risk of supplier fraud).	FA5/57
58	Date of next meeting	
	To be agreed at the Annual Meeting of the Council.	
59	Exclusion of the Press and Public	
	To consider 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 items (paragraph 3 – financial or business affairs of any particular person).	
PART 2: Items to be considered in the absence of the press and public		
60	IT support & website provision – annual service level agreement	
	To approve the service level agreement for the financial year 2023/24.	FA5/60
61	Strategic planning	
	To review the consultancy proposal, process and outcomes.	

Signed

Audrey Duncan

A Duncan
Governance & Operations Manager

Neston Town Hall, High Street, Neston, Cheshire, CH64 9TR
Email: council@nestontowncouncil.org.uk

Core Members of the Committee: Councillors Jones, Hudspeth, Kynaston and Wastell

1 March 2023

Tel: 0151 336 3840
Website: neston.org.uk