



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

**Present:** Cllrs Jones (Chair), Doherty (substitute for Cllr Wastell) and Marple (substitute for Cllr Kynaston)

**In attendance:** Miss A Duncan (Governance & Operations Manager).

<b>PART 1: Items considered in the presence of the press and public</b>	
<b>47</b>	<b>Questions and comments from residents</b>
	There were no questions or comments from residents.
<b>48</b>	<b>Apologies for absence</b>
	The Committee received apologies from Cllr Kynaston (personal) Cllr Wastell (personal) and <b>RESOLVED</b> to accept the reasons for absence. The absence of Cllr Hudspeth was noted.
<b>49</b>	<b>Declarations of Interest</b>
	No declarations of interest were received.
<b>50</b>	<b>Minutes of the last meeting</b>
	<b>RESOLVED</b> to confirm as a correct record the minutes of the meeting held on 13.12.22. The Chair signed the minutes.
<b>51</b>	<b>Delegated decisions</b>
	It was noted that no officer delegated decisions had been taken in relation to the Finance & Admin Committee since the last meeting.
<b>52</b>	<b>Exceptions report</b>
	The Committee noted that investment of funds would now be taken forward following finalisation of the budget, forecasts and precept calculations.
<b>53</b>	<b>Committee budget</b>
	The current F&A Committee budget/EMRs were considered. No changes were made.
<b>54</b>	<b>Finance</b>
a	<b>RESOLVED</b> 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. The Chair signed the expenditure records.
b	The Committee noted the current account income of £3,326.92 net from 01.12.22 to 31.01.23. The Chair signed the income records.
c	<b>RESOLVED</b> to agree the reconciliation of the Council's three bank accounts to 31.01.23. The Chair signed the reconciliation records.
<b>55</b>	<b>Delivery Plan</b>
	<b>RESOLVED</b> to establish a working group to review the Delivery Plan short-term, medium-term and long-term priorities and report recommendations to Council.
Chair's initials and date:	

	Cllrs Jones (lead) and Marple were appointed to the group and it was agreed to send a general invite to all other councillors to request additional members.
<b>56</b>	<b>Rialtas Business Solutions (RBS)</b>
a	<b>RESOLVED</b> to approve the annual RBS fee of £755+VAT for completion of end of year accounts.
b	<b>RESOLVED</b> 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.)
c	<b>RESOLVED</b> 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.)
<b>57</b>	<b>Risk management</b>
	<b>RESOLVED</b> to approve a risk assessment for the Finance & Administration Committee (updated to include the risk of supplier fraud). The Chair signed the risk assessment action plan.
<b>58</b>	<b>Date of next meeting</b>
	It was noted that the date of the next meeting would be agreed at the Annual Meeting of the Council on 16 May.
<b>59</b>	<b>Exclusion of the Press and Public</b>
	<b>RESOLVED</b> 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 items of business on the grounds that they involved 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).
<b>PART 2: Items considered in the absence of the press and public</b>	
<b>60</b>	<b>IT support &amp; website provision – annual service level agreement</b>
	It was noted that Council had passed a resolution (minute 43a, 28.06.22) to waive financial regulations relating to contracts for 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. <b>RESOLVED</b> to approve the service level agreement commencing 1 April 2023 as detailed in paper FA5/60.
<b>61</b>	<b>Strategic planning</b>
	To review the consultancy proposal, process and outcomes. This item was deferred until a future meeting.

The meeting closed at 10.30am.

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