



Meeting (No) **Finance & Administration Committee (3)**
Time & Date **10am – Tuesday 12th December 2023**
Place **Neston Town Hall**
Document **Agenda**

The following members of Neston Town Council's Finance & Administration Committee are hereby summoned to attend the above meeting which will be held on **Tuesday 12th December 2023** at Neston Town Hall, commencing at **10am** for the purpose of transacting the business as listed below.

Cllrs: C. Braithwaite, J. Edwards, S. Hudspeth, S. Jones, P. Kynaston, S. Wastell

The meeting is held in public and members of the public and the press are encouraged to attend. Confidential items pertaining to contractual or staffing matters have to be discussed in "Part 2" where only Councillors and reporting officers can be present.

Date of Notice: 6th December 2023

Zoë Dean
Locum Chief Officer
Neston Town Council

AGENDA		
PART 1: Items to be considered in the presence of the press and public		
19	Public Participation (maximum of three minutes per person)	
	Members of the public are invited to make representations, ask questions and give evidence in respect of any business being transacted at the meeting and about any other matter for which the Town Council has responsibility.	
20	Apologies for Absence	
	To receive and consider acceptance of reasons for absence and to note other absence.	
		Papers
21	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.	
22	Minutes of the Last Meeting	
	To accept and sign the minutes from the Finance & Administration Committee meeting held on 12/09/2023.	FA3/22
23	Committee Accounts up to Month 7	
	To approve the current F&A Committee budget/EMRs.	FA3/23
24	Finance	
a	To approve expenditure of £82,144.43 net from the Council's current account authorised by the RFO from 01.08.23 to 31.10.23, and Equals card payment of £863.93 net from 01.08.23 to 31.10.23.	FA3/24a

b	To note the current account income of £9,966.37 net from 01.08.23 to 31.10.23.	FA3/24b
c	To agree the reconciliation of the Council's three bank accounts to 31.10.23.	FA3/24c
25	Budget Setting 2024/25	
a	To consider the Finance & Administration's draft budget request for 2024/25, making further recommendations, if required.	FA3/25a
b	To receive the notes from the informal meeting relating to future budget aspirations.	FA3/25b
c	To recommend to Full Council Finance & Administration's precept request for the financial year 2024/25.	
26	General Reserves Policy	
a	To approve the updated General Reserves Policy 2023/24.	FA3/26
b	To consider how the recommended shortfall of £35,000 from the General Reserves will be funded going forward.	
27	Pay Award 2023	
	To note that the NJC 2023 Pay Award has now been agreed and staff are to receive backpay in a timely manner.	FA3/27
28	Breakdown of ICT Costs	
	To receive a breakdown of ICT costs, as per committee's request.	FA3/28
29	Rialtas 2024 Year End Schemes	
	To sign up to the 3-year contract package for closedown & support and access to preferential closedown appointment dates (5% discount).	FA3/29
30	Update on CW&C Asset Management Agreement	
	To receive an update from CW&C regarding the Asset Management Agreement Extension and the request for financial aid regarding increased utility charges.	FA3/30
31	Delivery Plan	
a	To review the areas of the delivery plan that fall within the remit of the Finance & Administration Committee.	FA3/31
b	To agree a process for formulating priorities/objectives, reviewing progress and assessing outcomes.	
32	Date of Next Meeting	
	To note that the next scheduled meeting will held be on 20/02/24 at 10am.	