



*Meeting (No)*      **Finance & Administration Committee (5)**  
*Time & Date*      **10am – Tuesday 16<sup>th</sup> April 2024**  
*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 16<sup>th</sup> April 2024** 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: 10<sup>th</sup> April 2024

Zoë Dean  
Locum Chief Officer  
Neston Town Council

AGENDA		
PART 1: Items to be considered in the presence of the press and public		
<b>43</b>	<b>Public Participation</b> (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.	
<b>44</b>	<b>Apologies for Absence</b>	
	To receive and consider acceptance of reasons for absence and to note other absence.	
		<b>Papers</b>
<b>45</b>	<b>Declarations of Interest</b>	
	To receive declarations of pecuniary and/or non-pecuniary interests and the nature of those interests in relation to any agenda item.	
<b>46</b>	<b>Minutes of the Last Meeting</b>	
	To accept and sign the minutes from the Finance & Administration Committee meeting held on 20/02/2024.	FA5/46
<b>47</b>	<b>Committee Accounts up to Month 11</b>	
	To approve the current F&A Committee budget/EMRs.	FA5/47
<b>48</b>	<b>Finance</b>	
a	To approve expenditure of £24,237.24 net from the Council's current account authorised by the RFO from 01.02.24 to 29.02.24, and Equals card payment of £197.77 net from 01.02.24 to 29.02.24.	FA4/48a

b	To note the current account income of £1,482.69 net from 01.02.24 to 29.02.24.	FA5/48b
c	To agree the reconciliation of the Council's three bank accounts to 29.02.24.	FA5/48c
<b>49</b>	<b>Breakdown of ICT Costs</b>	
	To receive the second breakdown of ICT costs, as per committee's request, for the period of January – March 2024.	FA5/49
<b>50</b>	<b>Rialtas Account Package invoices</b>	
a	To approve the £666 invoice for Omega Cashbook Annual Support and Maintenance Licences for 2024/25.	FA5/50a
b	To approve the £532.80 invoice for Bookings Software Annual Support and Maintenance Licence for 2024/25.	FA5/50b
c	To approve the £132.00 invoice for Making Tax Digital for VAT Submission Annual Subscription for 2024/25.	FA5/50c
<b>51</b>	<b>Date of Next Meeting</b>	
	To note that the date for the next F&A meeting will be determined after the Annual Meeting of Council on 21 <sup>st</sup> May 2024.	