



Meeting (No) **Finance & Administration Committee (5)**
 Time & Date **10am Tuesday 16th April 2024**
 Place **Neston Town Hall**
 Document **Minutes**

Present: Cllrs S. Jones (Chair), C. Braithwaite, J. Edwards, S. Hudspeth, S. Wastell and S. Davies (substitute member)

In attendance: Z. Dean (Locum Chief Officer), T. Godfrey (Finance Manager/RFO).

PART 1: Items considered in the presence of the press and public	
43	Public Participation
	No members of the public were present.
44	Apologies for Absence
	Cllr Kynaston – personal reasons.
45	Declarations of Interest
	None received.
46	Minutes of the Last Meeting
	RESOLVED: to accept the minutes from the meeting held on 20/02/24 as an accurate record of that meeting. The Chairman duly signed the minutes.
47	Committee Accounts up to Month 11
	The Mayor is to pass his final expense receipts to the RFO. The remaining Mayor's Allowance from 23/24 can be allocated an EMR as the current Mayor's term lasts until 21/05/24. The RFO noted that bill for the chicane at Ness had not yet been received but the previously agreed funds had been ring-fenced. Payroll costs, as well as the Internal/External Auditors' costs will be accrued. The insurance pre-payment is made in January for the coming year. It was confirmed that the Council is in year 2 of a 3-year contract with the current insurance provider. Officers are awaiting an update on the Asset Management Agreement, this is being pursued. RESOLVED: To approve the accounts as presented.
48	Finance
a	The gas and electric bills were 2 months behind schedule, other than that it was a normal month for expenditure. The electric and gas costs on the financial paperwork were reflected up to the end of January 2024. RESOLVED: to approve expenditure of £24,237.24 net from the Council's current account authorised by the RFO from 01/02/24 to 29/21/24, and Equals card payment of £197.77 net from 01/02.24 to 29/02/24.
b	Committee noted that the daily charges made to the builders for adjacent building works would be reviewed once bill comparisons had been completed. Noted: that current account income is £1,482.69 net from 01/02/24 to 29/02/24.
c	RESOLVED: to agree the reconciliation of the Council's three bank accounts to 29/02/24.
49	Breakdown of ICT Costs

Initial:
Date:

	<p>Committee requested further detail relating to 'IT Infrastructure' as the February and March costs were both over £500. This was clarified by the Locum Chief Officer: work had been completed on the server cabinet in the Town Hall, the last time this was updated was 5 years ago. A new router had also been installed and redundant hardware had subsequently been removed. New equipment had been installed to speed up the network and improve reliability which was well overdue. The IT set up in the upper community office had also been formalised to enable two people to work efficiently and safely.</p> <p>Committee noted that the pie-charts represent a general breakdown of spend across three months of invoices. January was a lower month, following the Christmas break. February and March represented 'usual' months with an even spread across all services, from IT support through to purchases.</p> <p>RESOLVED: To receive the ICT cost breakdown.</p>
50	Rialtas Account Package Invoices
a	RESOLVED: to approve the £666 invoice for Omega Cashbook Annual Support and Maintenance Licences for 2024/25.
b	RESOLVED: to approve the £532.80 invoice for Bookings Software Annual Support and Maintenance Licence for 2024/25.
c	RESOLVED: to approve the £132.00 invoice for Making Tax Digital for VAT Submission Annual Subscription for 2024/25.
51	Date of Next Meeting
	It was noted that the next scheduled meeting would be determined at the Annual Meeting of Council on 21/05/24.

The meeting closed at 10.30am.

Signed _____ Date _____