



Meeting (No) **Finance & Administration Committee (2)**
Time & Date **6pm Tuesday 24th September 2024**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllrs C. Braithwaite (Chair), S. Hudspeth, S. Jones, P. Kynaston and S. Wastell.

In attendance: Z. Dean (Locum Chief Officer).

PART 1: Items considered in the presence of the press and public																																									
9	Public Participation																																								
	No members of the public were present.																																								
10	Apologies for Absence																																								
	No apologies received; all members were present.																																								
11	Declarations of Interest																																								
	None received.																																								
12	Minutes of the Last Meeting																																								
	RESOLVED: to accept the minutes from the meeting held on 18/06/24 as an accurate record of that meeting. The Chair duly signed the minutes.																																								
13	Committee Accounts Months 2 – 4																																								
	<p>The Chair asked to query code 4050 – External Audit fees, is the £1,050 the final figure for the total cost of the service? It was noted that we are awaiting confirmation of the final invoice figure.</p> <p>Line 4057 was queried – Insurance. Committee noted that the insurance is renewed in January each year and the cost straddles two financial years; January – March 2025 will be accrued from the remaining budget.</p> <p>4046 – Subscriptions spend is higher than last year, due to percentage rises but figure is still within the current budget.</p> <p>4099 – Contingency, committee highlighted that £5,000 still remains unspent in this code, however the Chief Officer clarified that this budget is for use by the Council as a whole.</p> <p>The EMRs were discussed and queried. The Chief Officer clarified the Council’s current position regarding the CIL expenditure and the New Homes Bonus figure. Members requested that the breakdown of CIL income was included in the minutes. There is £1,640.71 of CIL remaining.</p> <table border="1" data-bbox="225 1641 1110 1989"> <thead> <tr> <th>Year</th> <th>Date received/spent</th> <th>Amount received/spent</th> <th>Balance</th> <th>Use by</th> </tr> </thead> <tbody> <tr> <td>19/20</td> <td>18/10/2019</td> <td>£3,887.46</td> <td>£3,887.46</td> <td>Oct-24</td> </tr> <tr> <td>19/20</td> <td>26/03/2020</td> <td>£2,141.13</td> <td>£6,028.59</td> <td>Mar-25</td> </tr> <tr> <td>20/21</td> <td>21/10/2020</td> <td>£1,498.27</td> <td>£7,526.86</td> <td>Oct-25</td> </tr> <tr> <td>20/21</td> <td>30/03/2021</td> <td>£1,389.72</td> <td>£8,916.58</td> <td>Mar-26</td> </tr> <tr> <td>21/22</td> <td>21/03/2022</td> <td>£2,724.13</td> <td>£11,640.71</td> <td>Mar-27</td> </tr> <tr> <td>23/24</td> <td>04/04/2023</td> <td>-£5,000</td> <td>£6,640.71</td> <td>Mar-27</td> </tr> <tr> <td>24/25</td> <td>TBC</td> <td>-£5,000</td> <td>£1,640.71</td> <td>Mar-27</td> </tr> </tbody> </table> <p>RESOLVED: To approve the budget and EMRs, as presented.</p>	Year	Date received/spent	Amount received/spent	Balance	Use by	19/20	18/10/2019	£3,887.46	£3,887.46	Oct-24	19/20	26/03/2020	£2,141.13	£6,028.59	Mar-25	20/21	21/10/2020	£1,498.27	£7,526.86	Oct-25	20/21	30/03/2021	£1,389.72	£8,916.58	Mar-26	21/22	21/03/2022	£2,724.13	£11,640.71	Mar-27	23/24	04/04/2023	-£5,000	£6,640.71	Mar-27	24/25	TBC	-£5,000	£1,640.71	Mar-27
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Initial:
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14	Finance
a	<p>The subscriptions query was clarified, £1550 of the total spend for 4064 is for ChALC membership which Council values. The Chief Officer confirmed that all market traders pay for their pitches digitally and the Council is cashless.</p> <p>RESOLVED: To approve expenditure of £82,130.84 net from the Council's current account authorised by the RFO from 01/05/24 to 31/07/24, and Equals card payment of £702.91 net from 01/05/24 to 31/07/24.</p>
b	<p>Committee noted the current account income of £26,969.49 net from 01/05/24 to 31/07/24.</p> <p>It was requested that a finance income graph is made available for the next meeting to compare income over the last 2 – 3 years, in a similar fashion to the market income format already in use.</p>
c	<p>RESOLVED: To agree the reconciliation of the Council's three bank accounts to 31/07/24.</p>
15	External Audit Report 2023/2024
	<p>The External Audit Report 2023/2024 had been received with no comments which committee noted to be excellent, wishing for their gratitude and thanks to be passed onto the Council's Finance Manager/RFO.</p> <p>RESOLVED: To receive the conclusion of the External Audit Report 2023/2024.</p>
16	Repairs to the Council's Civic Regalia
a	<p>Committee noted that the current budget for Civic Regalia also covered the annual inscription of the Mayoral Board and out of a total budget of £65, £58 had already been spent.</p>
b	<p>The Mayor's Chain was presented at the meeting for inspection. The Chair drew the committee's attention to the Contingency Fund (4099). Following discussion, it was</p> <p>RESOLVED: that the total works required, being £108 for the chain to be wearable, and £360 for a full refurbishment regild, are both undertaken in one go.</p> <p>It was noted that committee wished to factor in repairs to the Deputy Mayor's medallion in the 2025/26 budget, and consideration should be made to creating a Civic Regalia EMR to future-proof these assets.</p>
17	ICT Costs
	<p>The Chair reported that ICT costs had improved now less emails were being sent directly from members. A member of committee queried the SAR costs, the Chief Officer clarified that these costs were shown in the August breakdown.</p> <p>RESOLVED: To receive the ICT cost breakdown.</p>
18	Delivery Plan Objectives
	<p>Committee debated the objectives and noted that more detail was required for the 5-Year Plan item because this committee has an aim and objective to report its progress to the parish, whilst balancing against being healthy and sustainable.</p> <p>RESOLVED: to amend the Governance objective to "Moving towards a 5-year plan".</p>
19	Request from Market & Town Hall Committee
	<p>The Chief Officer noted that this request was beyond the realms of the M&TH committee and that a full EMR report would be taken to the next Full Council meeting ahead of the budget setting-process.</p>
20	Date of Next Meeting
	<p>It was noted that the next scheduled meeting of the F&A Committee is 12/11/24.</p>

Initial:
Date:

The meeting closed at 7pm.

Signed _____ Date _____