



*Meeting (No)*     **Finance & Administration Committee (3)**  
*Time & Date*     **6pm Tuesday 12<sup>th</sup> November 2024**  
*Place*             **Neston Town Hall**  
*Document*        **Minutes**

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

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

<b>PART 1: Items considered in the presence of the press and public</b>	
<b>21</b>	<b>Public Participation</b>
	No members of the public were present.
<b>22</b>	<b>Apologies for Absence</b>
	No apologies received; all members were present.
<b>23</b>	<b>Declarations of Interest</b>
	None received.
<b>24</b>	<b>Minutes of the Last Meeting</b>
	<b>RESOLVED:</b> to accept the minutes from the meeting held on 24/09/24 as an accurate record of that meeting. The Chair duly signed the minutes.
<b>25</b>	<b>Committee Accounts Months 5 – 6</b>
	The Chair asked for comments on the accounts. Members queried the CiL EMR. The Chief Officer clarified that £5,000 of the amount showing for CiL had already been committed in 2022 for the Chicane at Ness, for which the Council was still awaiting an invoice. The remaining £1640.71 had been committed by Full Council in October 2024 for the telephone boxes project, along with the remaining New Home Bonus EMR.  <b>RESOLVED:</b> To approve the budget and EMRs, as presented.
<b>26</b>	<b>Finance</b>
<b>a</b>	Following a question, the Chief Officer clarified that the utility bills were split into the various locations to include the Town Hall, and both the upper and lower community offices at Sainsbury's.  <b>RESOLVED:</b> To approve expenditure of £46,311.99 net from the Council's current account authorised by the RFO from 01/08/24 to 30/09/24, and Equals card payment of £223.12 net from 01/08/24 to 30/09/24.
<b>b</b>	The Christmas Market income was queried, committee noted that this was usual practice for advance bookings for an additional Christmas market event. Committee noted the current account income of £5,624.35 net from 01/08/24 to 30/09/24.
<b>c</b>	A query was received regarding the blanked-out entries in the bank reconciliation, this is because the entries are for staff salaries. Committee asked whether this could be shown as one entry, this question is to be put to the RFO.  <b>RESOLVED:</b> To agree the reconciliation of the Council's three bank accounts to 30/09/24.

Initial:  
Date:

<b>27</b>	<b>Pay Award 2024</b>
	<p>A question was asked whether the Council had to follow the 2.5% guidance as this was less than the current rate of inflation. The Chair noted that an amount was budgeted for each year to allow for the NJC annual award and the Council was not in a position to offer a higher percentage to its staff.</p> <p><b>It was NOTED:</b> That the NJC Pay Award 2024 had been received and would be implemented to all staff in a timely manner.</p>
<b>28</b>	<b>Budget Setting 2025-26</b>
<b>a</b>	<p>There was a query regarding code 6000 on page 2 and why this shows as a loss under the projections (-39,191). Clarification to be sought and followed up.</p> <p>A question was also asked about the Council's General Reserves, for which the Council maintains 3 months' net running costs, plus income. Committee noted that the Council receives its precept from CW&amp;C in one lump sum at the beginning of the financial year.</p> <p>The Chair clarified that many of the entries in the budget document had been forecasted using inflation rates. The Chief Officer reminded members that there was still time to both make changes, and refine, the budget ahead of the next F&amp;A meeting on 10/12/24 where all committee budgets will be brought together before Full Council approval on 21/01/25.</p>
<b>b</b>	<p>Committee felt it was too early to make any changes to the budget at the current time.</p>
<b>29</b>	<b>Date of Next Meeting</b>
	<p>It was noted that the next scheduled meeting of the F&amp;A Committee is 10/12/24 at 6pm.</p>

The meeting closed at 6.35pm.

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