



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: *Vacant*

Responsible Financial Officer (interim): Dawn Clegg

Proper Officer (interim) Marina Carr; Clerk to the Council: *Vacant*

NOTICE OF MEETING AND SUMMONS TO ATTEND

Council committee members are summoned, press and the public are invited to attend
Finance Committee meeting of Winterton-On-Sea Parish Council,
to be held at the Village Hall at 6:30pm on Wednesday 7th June 2023.

Date: 01/06/2023

AGENDA

1. **To elect a Chair of Finance Committee (period of one year)**
2. **Apologies.**
To consider and approve apologies for absence.
3. **Declarations of interest.**
Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.
4. **To agree the finance Committee Terms of Reference**
 - 4.1. These will need to be recommended to the full Council for approval.
5. **Minutes of previous meeting**
No minutes available, previous clerk did not provide minutes of the January 2023 meeting.
6. **Accounting Processes from Financial Regulations**
 - 6.1. The RFO to present receipts and expenditure against budget, year-to-date with commentary of under/overspend and use of reserves. (Fin. Regs 4.8)
 - 6.2. A Councillor, (*not the Chair, nor any bank signatory, nor the RFO and/or the Clerk*) to verify bank reconciliations (year-to-date) and sign (or email) confirmation of agreement. That councillor may ask any questions of the RFO to enable verification and may view original bank statements year-to-date. (Fin. Regs 2.2).
 - 6.3. Review Banking arrangements, mandate and signatories (Fin. Regs 5.1)
 - 6.4. RFO to confirm all invoices to date have been examined, verified and certified as per Financial Regulations 5.3. Any unpaid, withdrawn or refunded invoices to be explained.
 - 6.5. RFO to provide a list of regular payments as per Financial Regulations 5.6 for review, noting any changes. The list should be signed by 2 members for each month payments have been made as per 5.7 of the Financial Regulations.
7. **Housekeeping**
 - 7.1. Review the list of variable direct debits and standing orders and supplier details.
 - 7.2. Review the list of all council accounts requiring passwords, PINs and/or other digital access mechanisms, excluding councillors' email and bank access (where applicable) for any updates required.

7.2.1. If procedures as detailed under 6.15 and 6.16 are delegated (safe and secret password access storage), make clear the confirmation process.

8. Budget review, revision and virement

8.1. Considering y-t-d figures presented and with reasonable estimation of the forthcoming quarter, prepare recommendations to full council for revisions to the budget, providing full commentary to enable decisions. (See 4.2 of Fin. Regs)

8.2. This may include moving amounts between current and savings accounts.

8.3. This may further include creating new provision to consider items currently paid for from reserves.

8.4. Examine the reserves budgetary planning for any revisions.

9. Review Section 4 of Financial Regulations, notably 4.1 and 4.5, (authority to spend) considering current and future circumstances.

9.1. Consider the use of a bank debit card – considering item 6.18 of Financial Regulations.

9.2. Consider use of councillor expenses claim form

9.3. Consider allocation to spend for new council laptop and village hall door repair.

10. VAT

10.1. Instruct the RFO/Clerk to undertake a VAT return

11. Any other Business.

To discuss any other business for future meetings.

12. The date of the next meeting

To AGREE that the next meeting of the Finance Committee will be held on Wednesday 6th September 2023 at 6:30pm in the Village Hall.