



WINTERTON-ON-SEA PARISH COUNCIL

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

Responsible Financial Officer & Chair of Finance: Dawn Clegg

Clerk to the Council: Jolene Towne

NOTICE OF MEETING AND SUMMONS TO ATTEND

Council committee members are summoned, other members, 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 6pm on Sunday 10th December 2023.

Date: 30/11/2023

AGENDA

1. Apologies.

To consider and approve apologies for absence, ensure quorum.

2. Declarations of interest.

Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.

3. Minutes of previous meeting

3.1. Review **minutes** of the Finance Committee meeting 6th September 2023 for approval.

3.2. Review and update the **Action Log** from that meeting.

4. Accounting Processes from Financial Regulations

A copy of 2023-24 Budget Revision 2, ratified at by full Council on 27/09/2023 is in agenda doc.

4.1. The RFO to present **receipts and expenditure against budget** for year to end November 2023 with commentary of under/overspend & use of reserves. (Fin. Regs 4.8)

4.2. **Bank Reconciliation** to end November 2023 to be reviewed by the committee. 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).

4.3. Review Banking arrangements, mandate and signatories (Fin. Regs 5.1)

4.4. 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 Any unpaid, withdrawn or refunded invoices to be explained.

4.5. RFO to provide a **list of regular payments** (direct debits and standing orders) 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 Fin. Regs.

5. Housekeeping

5.1. The list of supplier details will be reviewed again in the next meeting. *This is a confidential item for councillors only.*

5.2. Review the **anticipated payments and receipts for December 2023** for approval (no full council meeting in December 2023)

5.3. Consider insurance coverage for council-initiated actions and events.

5.4. To direct an action/actioner and process to update the asset register before the next full council meeting for insurance renewal (in February) and year end audits (in March).

- 5.5. Proposal Councillor Carr: To change the day of the Finance committee meetings to the second Tuesday or Wednesday of every 3rd month. *As the full council meetings are the last Wednesday of the month and the Finance meetings are the first Wednesday of every 3rd month, the current timings will cause a significant overload for the parish clerk's hours every 3rd month (which also coincides with Budgets in December and Year End in March).*

6. 2023-24 Budget review, revision and virement

- 6.1. Considering y-t-d figures presented and with reasonable estimation of the forthcoming quarter, prepare recommendations to full council for any revisions to the budget, providing full commentary to enable decisions. (See 4.2 of Fin. Regs)
- 6.2. This may include moving amounts between current and savings accounts.
- 6.3. This may further include creating new provision to consider items currently paid for from reserves and examining reductions for existing items with significant underspend, and/or removing items that will not be used in this budget.
- 6.4. Examine the reserves budgetary planning for any revisions, including allocating a proportion to the changing rooms fund.

7. Consider recommendations to council to authorise expenditure against proposals,

- 7.1. Consider recommendations for:
- 7.1.1. Website hosting and plans.
- 7.1.2. D-Day celebrations (across both 23-24 and 24-25 budgets)
- 7.1.3. Changing room repairs
- 7.1.4. Approve (as per 4.1 of Fin. Regs) 2 quotations for allotment clearance totalling just less than £960 ascertained to be within the budget allocated.
- 7.1.5. Approve (as per 4.1 of Fin. Regs) payment of invoice for clerk's training £108.00

8. 2024-25 Budget & Precept

- 8.1. Consider the anticipated income and expenditure (without reserves and concurrent functions) and therefore, **the proposed 2024-25 budget** including anticipated precept request. This committee to recommend submission approval to full council, *the vote for which will be carried out by email as the next full council meeting is 31st January, after the submission date for precept request.*
- 8.2. Consider rates for hiring: hall, storage, recreation ground, & (any) equipment

9. Any other Business.

To consider any other business/actions for future meetings.

10. The date of the next meeting

To AGREE that the next meeting of the Finance Committee will be held on ?13th March 2024?? in the Village Hall.

11. In accordance with the Public Bodies (administration to meetings) Act 1960, the meeting will RESOLVE to exclude the press and public during the following items due to their confidential nature.

To discuss staffing management processes.