



WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: clerkwinterton@gmail.com
Chairman: Mark Bobby, Vice-Chairman: Liam McMahon
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 6:30 pm on Wednesday 12th June 2024

Date: 06/06/24

Clerk: J. Towne

AGENDA

- 1. To elect a Chair of the Finance Committee (period of one year)**
- 2. Apologies and Quorum determined.**
 - 2.1 Apologies received.
 - 2.2 Quorum determined
- 3. Declarations of Interest**
 - 3.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item
 - 3.2 To consider any dispensation requests received.
- 4. Minutes of the previous meeting**
 - 4.1 Review minutes of the Finance Committee meeting 21st March 2024 for approval.
 - 4.2 Review and update the Action Log from that meeting.
- 5. AGAR**
 - 5.1 To approve minutes of AGAR Meeting held on Wednesday 31st May 2023
 - 5.2 To confirm NALC change of auditor
 - 5.3 To confirm the Internal Audit had successfully taken place
 - 5.4 To complete, agree, and sign the Annual Governance and Accountability Return 2023/24 for submission to external auditors
 - 5.4.1 2023-24 External Audit Report to inform;
 - 5.4.2 Internal Audit Report for 2023/24, previously circulated, to be formally noted for submission;
 - 5.4.3 Annual Governance Statement Section 1 to consider, complete, and sign
 - 5.4.4 2023-24 Annual Accounts to inform AGAR Section 2; RFO to provide certified Accounting Statements 2023/24 (AGAR Section 2);
 - 5.4.5 To consider, approve, and sign Accounting Statements 2023/24 (AGAR Section 2);
 - 5.4.6 2023-24 Bank reconciliation to be signed for submission;
 - 5.4.7 To agree, sign, and note the dates of the Exercise of Public Rights
 - 5.4.8 To consider, approve, and sign (if required) a Statement of Variance.

6. Accounting Processes from Financial Regulation

- 6.1 The RFO is to present receipts and expenditure against the 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 are to be explained.
- 6.5 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.

7. Housekeeping

- 7.1 To review, approve and adopt the Financial risk Assessment for this parish council;
- 7.2 To consider the proposal to start charging a deposit on new renters' plots to avoid the ongoing clearance costs (LM)
- 7.3 Approve Receipts to be issued for donations given.

8. 2024-25 Budget review, revision and virement

- 8.1 Considering y-t-d figures presented and with a reasonable estimation of the forthcoming quarter, prepare recommendations to the full council for any 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 and examining reductions for existing items with significant underspend, and/or removing items that will not be used in this budget
- 8.4 Examine the reserves budgetary planning for any revisions

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

- 9.1 Grass Cutting – Consider the impact of paying Contractors to cut monthly
- 9.2 Confirm Concurrent Functions £1,300 to be paid to Church
- 9.3 Confirm Annual Grant of £600 to be paid to Winterton in Bloom

10. To agree the Finance Committee Terms of Reference

These will need to be recommended to the full Council for approval.

11. VAT

- 11.1 Instruct the RFO/Clerk to undertake a VAT return

12. Any Other Business

To consider any other business/actions for future meetings.

13. Date of Next Meeting

To AGREE that the next meeting of the Finance Committee will be held on 11th September 2024 in the Village Hall.

14. 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.

None.