



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, 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 7pm on Wednesday 6th September 2023.

Date: 01/09/2023

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 7th June 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 1, ratified at by full Council on 28/06/2023 is in agenda doc.

- 4.1. The RFO to present **receipts and expenditure against budget**, for year to end August 2023 with commentary of under/overspend and use of reserves. (Fin. Regs 4.8)
- 4.2. **Bank Reconciliation** to end August 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 Any unpaid, withdrawn or refunded invoices to be explained.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 Financial Regulations.

5. Housekeeping

- 5.1. Review the **list of supplier** details. *This is a confidential item for councillors only.*
- 5.2. Review the **payments and receipts for August 2023** for approval (no full council meeting in August 2023)
- 5.3. Consider y-t-d **spend by budget cost centres**/ codes to ensure the correct allocations are being made.

6. Budget review, revision and virement (2023-24 budget)

- 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.
- 6.4. Examine the reserves budgetary planning for any revisions.

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

- 7.1. Consider the use of a bank debit card – considering item 6.18 of Financial Regulations.
- 7.2. Consider approval to spend for:
 - 7.2.1. Village Green boat planter repair;
 - 7.2.2. Councillor attendance at Norfolk ALC Conference
 - 7.2.3. Village hall maintenance actions;
 - 7.2.4. Foot showers / public toilets
 - 7.2.5. Website hosting and plans.

8. 2024-25 Budget & Precept

- 8.1. Consider the annual income and expenditure (without reserves and concurrent functions) to establish priorities and potential uplifts in charges for a future budget.

9. Any other Business.

To discuss 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 Wednesday 6th December 2023 at 6:30pm in the Village Hall.

To AGREE to a working meeting in November (date to be set here) to further the discussion on the 2024-25 budget setting, having established core principles in Item 8 above.