



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: Liam McMahon

Chair of Finance: Dawn Clegg

Responsible Financial Officer & 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 11th September 2024

Date: 04/09/2024

Clerk: J. Towne

AGENDA

1. Apologies and Quorum determined.

- 1.1 Apologies received.
- 1.2 Quorum determined

2. Declarations of Interest

- 2.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item
- 2.2 To consider any dispensation requests received.

3. Minutes of the previous meeting

- 3.1 Review minutes of the Finance Committee meeting on 12th June 2024 for approval.
- 3.2 Review and update the Action Log from that meeting.

4. Accounting Processes from Financial Regulation

- 4.1 The RFO is to present receipts and expenditures against the budget, year-to-end August 2024 with commentary of under/overspend and use of reserves. (Fin. Regs 4.8)
- 4.2 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).
- 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 Any unpaid, withdrawn, or refunded invoices are to be explained.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 Review the payments and receipts for August 2024 for approval. (No full council meeting in August 2024)
- 5.2 Consider y-t-d spend by budget cost centres/ codes to ensure the correct allocations are being made

6. 2024-25 Budget review, revision and virement

- 6.1 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)
- 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

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

- 7.1 As per LGA 1972 s145, covering the required legislation, consider the proposal to complete the final D-Day event invoice payments to the member of the public who assisted with the event.
Agree to present for full approval at the next PC meeting
- 7.2 Consider the proposal to purchase a new highway sign for Winterton-on-Sea to replace the missing sign on Hemsby Road.
- 7.3 To discuss the Reserves for the repair of the “Proludic Hip Hop Rocker” equipment in the Children's Play Area.
- 7.4 To consider a recommendation to full council on the actions to be taken regarding the Parish Council’s historic IT equipment.

8. 2024-25 Budget & Precept

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 consider any other business/actions for future meetings.

10. Date of Next Meeting

To AGREE that the next meeting of the Finance Committee will be held on Wednesday 11th December 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.

None.