



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: Liam McMahon

Clerk to the Council: *Jolene Towne*

Responsible Financial Officer: 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 December

Clerk:

J. Towne

Date: 05/12/2023

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

3. Minutes of previous Meeting

- 3.1 To approve the minutes of the Council meeting held on Wednesday 11th September 2024.
- 3.2 To review the Action Log from that meeting (*where not included in this agenda*)

4. Accounting Processes from Financial Regulation

A copy of 2025-26 Budget Revision 1, is in supporting information

- 4.1 The RFO is to present receipts and expenditures against the budget, year-to-end November 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 Any unpaid, withdrawn, or refunded invoices are to be explained.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 anticipated payments and receipts for December 2024 for approval (no full council meeting in December 2024)

- 5.2 Consider y-t-d spend by budget cost centres/ codes to ensure the correct allocations are being made
- 5.3 The list of supplier details will be reviewed again in the next meeting. *This is a confidential item for councillors only.*
- 5.4 To direct an action/actioner and process to update the asset register before the next full council meeting for insurance (February) and year-end audits.

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 provisions 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 None at Present.

8. 2025-26 Budget & Precept

- 8.1 Consider the annual income and expenditure (without reserves and concurrent functions) and therefore, the proposed 2025-26 budget including anticipated precept request. This committee to recommend submission approval to full council, *the vote for which will be carried out on Wednesday 15th January 2024 at 6.30 pm in the Village Hall.*
- 8.2 Consider rates for PC-managed hiring: hall, storage, playground, & (any) equipment

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 12th March 2025 at 6.30 pm 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.