



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, the 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 19th March 2025

Clerk:

Date: 13/03/2025

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 December 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 the supporting information

- 4.1 The RFO is to present receipts and expenditures against the budget, year-to-end February 2025, 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 Any unpaid, withdrawn, or refunded invoices are to be explained.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 and assign actions (if needed) to the documentation list for the internal audit.

- 5.2 The list of supplier details will be reviewed. *This is a confidential item for councillors only, but the meeting will minute the review.*

6. 2024-25 Budget review, revision and virement

- 6.1 Review the anticipated payments and receipts to end March 2025.
- 6.2 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)
- 6.3 This may include moving amounts between current and savings accounts
- 6.4 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
- 6.5 Examine the reserves budgetary planning for any revisions
- 6.6 This review is for year-end purposes and in preparation for the Annual Governance and Accountability Return

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

- 7.1 None at Present.

8. 2025-26 Budget & Precept

- 8.1 Confirm that the awarded precept and remaining concurrent functions together with planned income meet the 2025/26 budget needs.
- 8.2 Confirm that the 'sinking' reserve funds are sufficient to cover likely expenditure until the first precept payment.
- 8.3 Consider the draft list of projects for 2025/26 and the allocation of reserve funds for recommendations to council (and to facilitate the Annual General Meeting Planning)

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 June 2025 at 6.30 pm in the Village Hall. noting that for the purposes of internal and external year-end audits, this committee *may* need to be available for an extraordinary meeting before then

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.