

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 10th October 2023** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Tom Beckett (Vice-Chairman)
Cllr Donna Ford
Cllr Dan Hallett
Cllr Sam Holland
Cllr Harry Knight
Cllr Alicia Russell

In Attendance:

Louise Steele – Locum RFO

48/2324 Apologies for Absence

RESOLVED that apologies be received from Cllr Les Sibley

49/2324 Declarations of Interest

RESOLVED that no declarations were received.

50/2324 Minutes of the Finance Committee

The minutes of the extraordinary Finance Committee meeting **FIN02A/2324** held on Tuesday 8th August 2023 had not been circulated with the agenda and were deferred for approval at the next meeting taking place on Wednesday 20th December 2023.

51/2324 Public Session

The Committee received no representations there being no members of the public present.

52/2324 Finance Report

RESOLVED that Committee **RECEIVED & NOTED** the Income, Expenditure and Variances Report to Month 5 (the end of August 2023).

Questions were asked in relation to the following:

- A request for a detailed breakdown on Events expenditure
- Check on the invoicing re Cost Centre 401
- Detail on income described as "Whitelands room hire"
- A credit for dog bin emptying

The Locum RFO undertook to answer those questions in due course.

53/2324 Bank Balances

RESOLVED that Committee received the consolidated bank reconciliation for the period ending 31 August 2023 and **APPROVED** the bank balances and nominated Cllr Wheatley to sign the bank reconciliation.

54/2324 Payments

RESOLVED that the Committee **APPROVED** the schedule of payments totalling £576,374.45 made since those reported to Finance Committee on 6th June 2023.

55/2324 Aged Debtors

RESOLVED that Committee **NOTED** the Aged Creditors as at 31st August 2023.

56/2324 Aged Creditors

RESOLVED that Committee **NOTED** the Aged Debtors as of 31st August 2023.

57/2324 Independence & Competence of the internal Auditor

RESOLVED to make the following recommendations to Full Council, that:

- Annually, the agenda for the first meeting of Council following Mayor Making includes the appointment of the Internal Auditor as a standing item;
- In advance of each of the above meetings the Finance Committee considers the independence and competence of the putative internal auditor;
- The ongoing appointment of Mulberry & Co as the Council's internal auditor for the financial year 2023/24 be confirmed; and
- Mulberry & Co also be appointed for the financial years 2024/25 and 2025/26 in order to take advantage of a three-year fixed fee offer.

58/2324 Review of the Effectiveness of Internal Control

RESOLVED that Committee **APPROVED** the action plan to address weaknesses identified in the systems of internal control.

59/2324 Forward Plan

RESOLVED that Committee **NOTED** the forward plan and that the items listed on it were complete. It was **AGREED** that this item would become an Action Plan (populated in the first instance with actions agreed at minute no 58/2324 above). The Committee also noted that the following items had been omitted from the agenda and asked that these items go to the next meeting of Full Council – Utility Usage (minute 32/2324 refers); Best Kept Allotment (minute 35/2324 refers) and Manston Park Goal Posts (minute 37/2324 refers).

60/2324 Exclusion of the Press & Public

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) act 1960, the public & press be excluded from the meeting during consideration of the item below in the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business.

61/2324 Bicester Town Council Feasibility Report

RESOLVED that Committee **APPROVED** the spend of £4,000 from EMR BTC Premises.

62/2324 Date of Next Meeting

- Wednesday 20th December 2023 – 7pm, The Chamber Room, Garth House.