

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 19th December 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 Rachel Mallows
Cllr Les Sibley

In Attendance:

Louise Steele – Locum RFO

63/2324 Apologies for Absence

Apologies were received from Councillors Sam Holland and Harry Knight.

64/2324 Declarations of Interest

Councillors made no declarations of interest.

65/2324 Minutes of the Finance Committee

Upon the proposal of Cllr Wheatley, seconded by Cllr Sibley the minutes of the extraordinary Finance Committee meeting held on 8 August 2023 (**FIN02A/2324**) were **NOTED** and **APPROVED**. Upon the proposal of Cllr Wheatley, seconded by Cllr Mallows and those of the ordinary meeting held on 10th October 2023 (**FIN03/2324**) were also **NOTED** and **APPROVED**.

66/2324 Public Session

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

67/2324 Finance Report

The Committee **RECEIVED** and **NOTED** the Income, Expenditure and Variances Report to Month 8 (the end of November 2023).

Questions were asked in relation to the following:

- Whether the rates expenditure for Whitelands Sports Village is split into two and one part charged to the tenant
- Is the Town Council claiming leisure relief in respect of the Whitelands rates
- What code 4099 108 represents

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

68/2324 Bank Balances

The Committee **RECEIVED** the consolidated bank reconciliation for the period ending 30 November 2023 and **APPROVED** the bank balances noting that Cllr Wheatley had signed the bank reconciliations up to the end of November 2023.

69/2324 Payments

The Committee **NOTED** and **APPROVED** the schedule of payments, totalling £807,842.86, made since those reported to Finance Committee on 10th October 2023. Councillors noted that they had not had the opportunity to approve the payments before they were made.

The Committee **NOTED** and **APPROVED** that the credit card should in future be paid in full by variable direct debit on or around the 18th of each month.

70/2324 Aged Debtors

The Committee **NOTED** the Aged Creditors as at 30th November 2023.

71/2324 Aged Creditors

The Committee **NOTED** the Aged Debtors as at 30th November 2023.

72/2324 Internal Auditor's Report

The Committee **CONSIDERED** the report of the interim internal audit conducted on 14 November 2023 and **AGREED** that the recommendations therein should be added to the Action Plan to enable the Committee to keep progress under review.

73/2324 Action Plan

The Committee **REVIEWED** progress against the action plan.

74/2324 Additional Matters on the Agenda

The Committee consider a tabled report addressing the three matters listed on the agenda that the locum RFO had not been able to progress prior to dispatch of the agenda.

The Committee:

- a) **NOTED** the information given in the report on utility usage;
- b) **APPROVED** up to £250 expenditure on trophies for a Best Kept Allotment Award, the funds to be taken from the EMR Play Areas/Open Space Investment; and
- c) **APPROVED** £1,400 expenditure on goal posts at Manston Park, the funds to be taken from the EMR Play Areas/Open Space Investment.

75/2324 Budget

The Committee considered the presentation and detail of the budget for the financial year 2024/25. The locum RFO undertook to include a statement of variation with the budget papers to be circulated to Full Council. The Committee **RECOMMENDED** to Full Council that it receive and consider the budget.

76/2324 Appointments of RFO

The Committee **NOTED** the appointment of Helen Pool as RFO effective Monday 15th January 2024.

77/2324 Date of Next Meeting

- Wednesday 13th February 2024 – 7pm, The Chamber Room, Garth House.