



## FINANCE & GOVERNANCE COMMITTEE MEETING

**MONDAY 20<sup>th</sup> NOVEMBER 2023 AT 6.30PM IN THE DAY CENTRE**

(the meeting commenced at 6.39 pm once a quorum had been achieved)

**Present:** Councillors; P Hedges (Chair), K Greenberg and J Moseley.

**In Attendance:** D. Lines (Town Clerk).

### No.76

1. **Welcome.** The Chair welcomed all to the meeting and advised that there would be no recording of the meeting
2. **Apologies.** Received from Cllrs. Dunning and Took (other commitments) and **APPROVED.** There were no DOI dispensation requests.  
**Declarations of Interest:** NONE
3. **Minutes of the last meeting**  
**RESOLVED** - to approve the minutes of the Finance & Governance Committee meeting held on Monday 16<sup>th</sup> October 2023 as a true record.
4. **Public Forum** – there were no members of the public present.
5. **Clerk's Report**
  - a. **AGREED** - an amendment to Standing Order 4 d (v), reducing the notice period to 1 day. This is to allow more flexibility in the use of substitute members to avoid standing committees being inquorate at short notice (report attached).
  - b. **APPROVED** - a new authorisation process for payments (report attached), with a request to provide authorised signatories with a simple procedure guide to ensure good governance.
6. **RFO Reports** (to follow)
  - a. **NOTED** - the monthly report of income and expenditure against the budget. A short commentary was requested for future meetings.
  - b. **NOTED** - CIL & Reserve balances
  - c. **REVIEWED** - Budget lines. Any virements from unspent funds/reserves to regularise cost codes to be included in the annual budget process at the December meeting
  - d. **AUTHORISED** – the accounts for payment in excess of £100 (net of VAT) attached to these minutes.
  - e. **AGREED** – after reviewing the initial draft of the Full Council's Budget for 2024/25, a working group (comprising the Chairs of Finance & Governance, Assets & Services and Leisure & Environment) was formed to accelerate the budget process, meeting on **Wednesday 6<sup>th</sup> December at 12.30 pm** to complete a draft proposal for consideration by the Finance and Governance Committee on December 18<sup>th</sup> and the Full Council on January 8<sup>th</sup> 2024.

**The Chair closed the meeting at 7.39 pm**



# Halesworth Town Council

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## Addendum

17 November 2023 (2023-2024)

### Halesworth Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
252	External Maintenance (subco	06/11/2023		1 Unity Trust Current		Maintenance	BSA Security & Fire	S	1,005.00	201.00	1,206.00
253	Climate Convention	06/11/2023		1 Unity Trust Current		climate change	EPS Transfers	S	138.00	27.60	165.60
260	Advertising & Promotion	08/11/2023		1 Unity Trust Current		Advertising	Micropress	S	325.00	65.00	390.00
261	Halesworth 800 Event	10/11/2023		1 Unity Trust Current		Halesworth 800	ABC Skateboarding	Z	200.00		200.00
263	Stationery	13/11/2023		1 Unity Trust Current		Stationery	Viking	Z	261.13		261.13
265	Salaries, PAYE & NI	13/11/2023		1 Unity Trust Current		Salary	P Welby	Z	262.49		262.49
266	Salaries, PAYE & NI	13/11/2023		1 Unity Trust Current		Salary	Jennifer Clarke	Z	110.53		110.53
267	Grants	14/11/2023		1 Unity Trust Current		Grant	Halesworth & District Museum	Z	3,000.00		3,000.00
268	Grants	14/11/2023		1 Unity Trust Current		Grant	Halesworth Dementia Carers	Z	5,000.00		5,000.00
269	Grants	14/11/2023		1 Unity Trust Current		Grant	Halesworth in Bloom	Z	3,000.00		3,000.00
270	Grants	14/11/2023		1 Unity Trust Current		Grant	Halesworth Arts Festival	Z	5,000.00		5,000.00
271	High Street Imp. Wayfinding	14/11/2023		1 Unity Trust Current		Bench and Planter repairs	Raw Consortium Ltd	S	800.00	160.00	960.00
272	Grants	14/11/2023		1 Unity Trust Current		Donation	Halesworth Swifts	Z	245.00		245.00
273	Advertising & Promotion	14/11/2023		1 Unity Trust Current		Advertising	Kei Creative	Z	160.00		160.00
Total									19,507.15	453.60	19,960.75