



FINANCE & GOVERNANCE COMMITTEE MEETING

MONDAY 15th APRIL AT 6.30PM IN THE COMMITTEE ROOM

24.04.01

Present: Councillors Cackett, Greenberg and Moseley, and the Town Clerk.

1. **Election of Chair.** In the absence of the Committee Chair and Vice-Chair, **Cllr. Moseley** was **ELECTED** Chair for the meeting. She welcomed all and advised that there would be no recording of the meeting
2. **Apologies** - received from **Cllrs. Dunning, Hedges and Took** (business and other commitments) and **APPROVED**.
DOI dispensation requests - NONE.
Declarations of Interest – NONE
3. **Minutes of the last meeting**
RESOLVED - to approve the minutes of the Committee’s meeting held on **Monday 18th March 2024** as a true and accurate record.
4. **Public Forum – None present**
5. **Clerk’s Report**
 - a. **RECEIVED** - the **Clerk’s Report** - One item ongoing but nothing to report.
 - b. **APPROVED** - Temporary remote payment authorisation (until Wednesday May 8th via email to all committee members) on the Council’s bank accounts, subject to the provision of invoice copies (for amounts exceeding £120 in line with the Council’s policy). To ensure an adequate audit trail, the two authorising signatories will be required to confirm (via their **.gov** email) their scrutiny of invoices and authorisation of payments.
 - c. **NOTED** - the exercise of Financial Regulation 3.4 (Budgetary Control – Clerk’s emergency authority) with regard to the unexpected extra expense incurred for the I-Chameleon pop-up shop. The Committee **APPROVED** an additional £250 contingency sum to the original approved amount of £1,000. The sum of £725 for mock-up Wayfinding Signs for wider use was correctly directed to the Wayfinding budget.
6. **RFO Reports**
 - a. **RECEIVED and NOTED** – the initial draft reports for the Financial Year to March 31st 2024, including the AGAR, the Bank Reconciliation, R&P Summary, VAT Summary and Expenditure over £500.
 - b. **AUTHORISED** - the accounts for payment per the following list tabled at the meeting (local suppliers).
Unity Payments - Cllrs Greenberg and Moseley to authorise.

Halesworth Town Council
PAYMENTS LIST

17 April 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
19	London Rd Imp. Reserves	12/04/2024		1 Unity Trust Current		Maintenance	Mrs T Walker	Z	726.83		726.83
21	Professional Fees (+MR Study)	15/04/2024		1 Unity Trust Current		Asset Transfer	Birketts LLP	S	1,374.00	274.80	1,648.80
23	Telephone & Broadband	15/04/2024		1 Unity Trust Current		Telephone and Broadband	Red Dune Ltd	S	120.00	24.00	144.00
24	Advertising & Promotion	15/04/2024		1 Unity Trust Current		Advertising	Kei Creative	Z	400.00		400.00
Total									2,620.83	298.80	2,919.63

N.B. Staff salaries, etc. and ‘*de minimis*’ items (with a value of £100 plus VAT or less) are not included.

7. **RATIFIED** – The recommendation from the Interview Panel to appoint Annabel Skinner as Administrative Assistant under the terms and conditions governing local authority employees and as advertised for the post.

The Chair closed the meeting at 7.47 pm