# Official Notice of an Ordinary Meeting of SHERBURN IN ELMET FINANCE COMMITTEE

**Date:** **Monday 6th February 2023**
**Time:** **7pm**
**Venue:** **The Cream Room, Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA**

You are hereby summoned to attend the ordinary meeting of Sherburn in Elmet Finance Committee detailed above and to consider and resolve the business transactions on the agenda below.

*Rebecca Maindonald*
Executive Officer

**1st February 2023**

## AGENDA

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| **Item 1** | **To receive and approve reasons for absence**<br>a) To receive and note apologies for absence.<br>b) To consider approving reasons for absence. |
| **Item 2** | **To note Dispensation Requests**<br>Any written requests for dispensation the Clerk may have received from Councillors. |
| **Item 3** | **To receive Declarations of Interests from Members**<br>a. To receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted.<br>b. To consider any dispensation requests received. |
| **Item 4** | **Public Speaking Session (20 Minutes)**<br>Members of the public and representatives from other organisations are invited to speak during this session. We ask that each person keeps the presentation short. (<3 mins). |
| **Item 5** | To approve as a **correct record the Minutes** of the Finance Committee held on 22 August 2022 and 16 December 2021. *Chairman to sign the Minutes.* LGA 1972 Sch 12 para 41(1) |
| **Item 6** | **To consider any grant applications and supplementary governance:**<br>**a)** To note that the grant to Sherburn Gymnastics Club has been approved following satisfactory provision of the requested additional information.<br>**b)** To note post-activity reports from grant donations |
| **Item 7** | **Financial administration**<br>**a)** To note report and update from the Chairman of Finance & Governance.<br>**b)** RFO Finance Report -*To approve the Bank Reconciliation to 06 February 2023 and to note budget monitor.*<br>**c)** To consider the payment schedule to 06 February 2023.<br>**d)** To approve the completion of the monthly governance checks of the council finances by 2 members of the committee, and signing of the record<br>**e)** To note the transactions completed under delegated spend<br>**f)** To note any income payments due to the Council or outstanding income payments |

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| **Item 8** | **To consider the following budgeting matters - reports presented by the RFO (as at 31 January 2023)**<br>a) Summary report – receipts and payments against budgeted<br>b) Grant expenditure<br>c) Grass Cutting budget<br>d) LAP Repairs and Maintenance budget<br>e) Utilities |
| **Item 9** | **Governance administration and policy documentation**<br>**a)** To note the status and deadlines for all FOIA requests received.<br>**b)** To note and review the council's insurance provision and documentation, and consider the implementation of amendments as required.<br>**c)** To consider the template tenancy agreements circulated for use at the Allotment Gardens. |
| **Item 10** | **To consider the following financial matters:**<br>a) To consider the current status of any VAT reclaims / expenditure – Q3<br>**b)** To update the bank mandate with signatures and member information<br>**c)** To consider the recording of delegated spends by officers and staff<br>**d)** To consider the movement of reserves to mitigate any financial risks and the opening of any new accounts<br>**e)** To consider the financial management of the TCRP grants if successful<br>**f)** To consider any VAT implications with regard to the TCRP project grants to be managed by SIE TC:<br>i) The Fairways<br>ii) EPC Entrance project<br>iii) Finkle Hill Recreational Ground<br>**g)** To consider the setting up of a charity bank account and/or ringfencing funds within the current budget arrangements |
| **Item 11** | **To consider any training needs:**<br>**a)** To consider training needs for council members<br>**b)** To consider training needs for staff |
| **Item 12** | **Next Meeting of Sherburn in Elmet Town Council Finance Committee**<br>a) To confirm a date, time and venue for next meeting of the Finance Committee. |

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