

Minutes of a meeting of the **FINANCE and GENERAL PURPOSES** Committee held in the Council Offices, Pine Grove, Crowborough on Tuesday 11th October 2022 at 7.30pm

Present	Councillors	Peter Bucklitsch Mike Cooke Suzanne Dixon Martyn Garrett* Kay Moss David Neeves Neil Waller*	Chairman Vice-Chairman
Also present		Caroline Miles Karen Wiley Tracie White	Town Clerk Responsible Financial Officer Minute Taking Administrator

*Denotes non attendance

APOLOGIES

Cllr Martyn Garrett
Cllr Neil Waller

DECLARATIONS OF INTEREST

Cllr David Neeves declared a personal interest as a member of Crowborough Cricket Club.

MINUTES

Minutes of the meeting held on 30th August 2022

- 9896 RESOLVED** that the Minutes of the meeting held on 30th August 2022 as confirmed be signed by the Chairperson.

REVIEW OF F & G P POLICIES

To review 10.3 of the financial regulations in respect of 'buy local' and agree any action

Members discussed 10.3 in the financial regulations in relation to supporting local businesses. It was agreed that where possible the Council should support local businesses. There was a concern that officers may be using a particular online company as a default when purchases could be made locally. It was agreed that obtaining value for money for the taxpayer was important. Members agreed that 10.3 should include the sentence 'officers are responsible for buying locally wherever possible and obtaining value for money at all time' It was agreed that local was within a 5 mile radius of Crowborough and that chain stores operating locally should be considered local.

To review Financial Regulations policy and agree any amendments

Members noted the financial regulations with amendments.

Section 4 Budgetary Control and Authority to spend.
Item 4.1 wording 'the council for all items over £10,000' to remain.

Section 6 Instructions for the Making of Payments.

Item 6.18 Members requested that a schedule of trade accounts and limits be presented at the next F&GP meeting.

Item 6.20 b) wording 'written' to remain. Members acknowledged that verbal delegation may be given as long as subsequent written confirmation was received.

Item 6.20 d)i. Wording to state 'shall be raised by a duly authorised officer.' List of authorised personnel to be included.

Section 10 Orders for Work, Goods and Services.

Item 10.3 sentence to be included 'Officers are responsible for buying local wherever possible and obtaining value for money at all times'

Section 11 Contracts

Item 11.1 h. Wording to state 'the best value for money and purchase local where possible.'

Section 12 Payments Under Contracts for Building or Other construction Works

Item 12.3 Word 'notified' to be added.

Section 13 Stores and Equipment

Item 13.2. Wording added 'good received are checked for correctness and good working order'

Item 13.3 Wording 'the minimum' removed.

9897 **RESOLVED** to recommend the financial regulations policy to Full Council with amendments noted.

To review Bad Debt policy and agree any amendments

The policy was reviewed.

9898 **RESOLVED** to accept the Bad Dept Policy as submitted.

FINANCIAL MATTERS

To note the Finance Report and supporting appendices and agree any action

The Income and Expenditure report was noted.

The Earmarked Reserves were noted.

To review and note the external auditors report and comments

The RFO confirmed that the accounts for 2021/22 have been finalised and uploaded to the Town Council website.

The committee thanked the Responsible Financial Officer for her hard work with the external auditors' report.

To agree the transfer of funds from Natwest to Lloyds account

Members agreed to the transfer of funds request.

9899 RESOLVED to transfer £200,000 from the Natwest to the Lloyds account.

To note and agree the budget report for 2023/24 for recommendation to Full Council

The RFO advised councillors that due to the revised estimation on the cost of the Council's insurance the annual increase is estimated to be 4.5%. Members agreed the draft budget.

9900 RESOLVED to recommend the F&GP budget to Full Council to consider as part of the whole Council budget.

To note the loan summary as at 30.09.2022

The loan summary was noted.

9901 RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

1 member of public left the meeting at 20:31hrs.

To note the Confidential aged debtor report

The report was noted

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

None

The meeting closed at 20:35hrs