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**Minutes of the Finance Committee meeting held on Wednesday 18<sup>th</sup> January 2023 at the Cleobury Country Centre commencing at 7pm.**

**Present:**

Cllr Geoff Hainsworth, Cllr Debbie Brown, Cllr Guy James and Cllr John Greaves.  
Finance Officer: Mrs D McBride.

Chair, Cllr Hainsworth welcomed everyone to the meeting.

**01.01.23F Election of Finance Committee Chair**

Cllr Hainsworth was duly elected Chair of the Finance Committee.

**01.02.23F Election of Finance Committee Vice-Chair**

Cllr James was duly elected Vice-Chair of the Finance Committee.

**01.03.23F Democratic 15 minutes Public Time**

There were no members of the public present.

**01.04.23F Apologies for absence**

There were no apologies.

**01.05.23F Declaration of interests**

The Committee noted Cllr Brown's interest in the Food Bank finances as she is the Food Bank Coordinator.

**01.06.23F To confirm Minutes of the Finance Committee meeting held on Tuesday 15<sup>th</sup> February 2022**

The Minutes from the Finance Committee meeting held on Tuesday 15<sup>th</sup> February 2022 were approved and duly signed by the Chair. The Notes from the Finance Working Group meeting held on Thursday 24<sup>th</sup> November 2022 were noted and signed by the Chair.

**01.07.23F Matters arising from the Minutes**

There were no matters arising which were not covered by this Agenda or recent Council meetings.

**01.08.23F To review the 2022-23 accounts year-to-date**

**(a) Accounts 2022-23**

- The Receipts and Payments account was reviewed including amendments to forecast figures which had been highlighted. The Finance Committee approved the Receipts and Payments as presented and this was duly signed by the Chair.
- The Bank Reconciliation was reviewed and signed.
- The Petty Cash account was reviewed and confirmed as being correct and signed. It was noted that a few payments had been made over the preset limit of £60 and it was confirmed that these items were acceptable expenditure. It was agreed that once the credit cards have been received for the Finance Officer and Maintenance Supervisor that there will be no need for such Petty Cash payments for reimbursement.
- The Ear-Marked Reserves were reviewed. It was agreed to move £5,000 from Contingency to a new fund for the purchase of Cemetery Land for burials. The Food Bank money in the Ear-Marked Reserves will be transferred to the Cleobury Food Bank charity when it is set up. It was agreed to reduce the Ukraine Refugee Support money by £980 to £500 and increase the QEII Park projects reserve by £980 to re-establish the Wildflower Meadow at the top of the park and install more picnic benches.

**(b) Food Bank**

- The Food Bank funds which the Town Council manage were reviewed and approved.
- The Food Bank Petty Cash spreadsheet which the co-ordinators manage was reviewed and approved by the Finance Committee.

Initials...**GH**....



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**01.09.23F To review draft budget proposals for 2023-24, including Fees and Charges**

Following the amendments made to the first draft of the budget at the Working Group meeting, the document had been sent to all councillors for review. No further comments on the draft budget have been received. Having reviewed the increase in tax base figures for 2023, the Finance Committee felt the cost per household should remain the same and the Precept would increase slightly to £117,892. This recommendation will be made to full Council on Monday 6<sup>th</sup> February 2023. The proposed Fees and Charges for 2023-4 were confirmed and will be recommended to Council for approval.

**01.10.23F To review specifications for grass-cutting tenders**

Following a few slight amendments to the proposed specification, the Finance Committee approved the specification letter. Tenders to be reviewed at the March Council meeting.

**01.11.23F To receive Future Agenda items**

The draft end-of-year accounts and latest Festival costings will be discussed at the next meeting.

**01.12.23F To set the date of the next Finance Committee meeting**

The next Finance Committee meeting will be held on Tuesday 14<sup>th</sup> March 2023 at 7pm at the Cleobury Country Centre.

**Meeting closed at 8.05pm.**

**Signed Chairman: G Hainsworth**

**Date: 14<sup>th</sup> March 2023**