
Minutes of the Finance Committee meeting held on Monday 25th November 2024 at the Cleobury Country Centre, Cleobury Mortimer commencing at 6.30pm.

Present:

Cllr Geoff Hainsworth, Cllr Guy James and Cllr David Abbatiello.

Town Clerk and Responsible Financial Officer: Mrs D McBride, Deputy Town Clerk: Mrs A Shaw.

Chair, Cllr Hainsworth welcomed everyone to the November Finance Committee meeting.

11.01.24F Apologies for absence.

There were no apologies.

11.02.24F Declaration of interests.

There were no declarations of interest.

11.03.24F Public Participation Session.

There were no members of public present.

11.04.24F Minutes of the Finance Committee meeting held on Monday 29th July 2024 and Notes from the Finance Committee Review on Monday 28th October 2024.

The Minutes from the Finance Committee meeting held on Monday 29th July 2024 and the Notes from the Finance Review on Monday 28th October 2024, were approved and duly signed by the Chair.

11.05.24F 2024-25 Accounts year-to-date.

1. The Receipts and Payments account figures were reviewed against budget and the year-end forecast figures. It was noted that some expenditure figures have been updated as the work for this current financial year has been completed ie grass-cutting, audit. The Environmental Maintenance Grant is still outstanding and is being chased up. The Finance Committee approved the Receipts and Payments as presented and this was duly signed by the Chair.
2. The Bank Reconciliation was reviewed as being correct and duly signed by the Chair.
3. The Petty Cash Account was reviewed as being correct and duly signed by the Chair.
4. The Earmarked Reserves were reviewed. Funds for the Wells refurbishment were reduced to £8,000. Funds for Professional Fees were moved to the general reserve as they are a revenue expense. The Earmarked Reserves were thus approved and duly signed by the Chair. Current Council projects were reviewed. The Project Review document will be considered as part of the preparation for the Business Plan for 2025-26 and evaluated on a regular basis to monitor costings, funding sources and progress.

11.06.24F Draft Budget for 2025-26.

The draft budget was reviewed. The Finance Committee approved the current draft budget, noting that it will be reviewed at the next meeting taking into account other sources of income, reviewed costings for expenditure, an up-to-date forecast on reserves and the tax base figures from Shropshire Council. The final budget will then be recommended to Council for approval at its February 2025 meeting.

11.07.24F Fees and Charges for 2025-26.

The proposed Fees and Charges for 2025-26 were reviewed and approved for recommendation to the Town Council in February 2025.

11.08.24F Draft Business Plan for 2025-26.

It was agreed to keep the Business Plan as a simple Strategic Plan which will be published in the Spring along with the Budget for 2025-26. It was noted that there is a Business Planning Meeting this week for all Council members and staff to discuss ideas and projects to help formulate the Business Plan for 2025-26 and future years, working in conjunction with the proposed Budget for 2025-26.

11.09.24F Date of the next Finance Committee meeting.

The next Finance Committee meeting will be held on Monday 27th January 2025 at 6.30pm at the Cleobury Country Centre, Cleobury Mortimer.

Meeting closed at 7.30pm.

Signed Chairman: *G Hainsworth*

Date: *27th January 2025*