



**A Meeting of the above Committee.
was held on Thursday 10th November
at the United Reformed Church at 7pm**

21/22F To note those present and record any apologies.

Present: Cllr Alan Cooper, Cllr Chris Morley and Cllr Justin Armitage

Also Present: The Clerk

Apologies: Cllr Shafi Khan and Cllr Charles Ellis

22/22F To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.

None were declared

23/22F To elect a Committee member to the vacant position of Chair for this committee until 2023 Annual Council Meeting.

Nominations: Cllr Alan Cooper and seconded by all. No further nominations received.

Vote: Unanimously all voted in favour. Cllr Alan Cooper elected as Chair of the Finance and General Policies committee until the next Annual Council Meeting.

Agreed: Cllr Alan Cooper elected to the position of Chair of the Finance and General Policies committee until the 2023 Annual Council Meeting.

Note: To all note that whilst Cllr Cooper took the position of Chair, if anyone else on the Council would like to take this position, Cllr Cooper is happy to step away from both the committee and Chair of this committee.

24/22F To consider and adopt the Minutes of the meeting held on 28th March 2022

Raised and agreed by all: that this minutes as only Working Group minutes as the last meeting was not quorate, that these minutes are not to be signed.

Action: Clerk will need to remove meeting agenda and minutes from website as these serve as only notes.

To consider and adopt the Minutes of the meeting held on 17th November 2021.

Agreed by all present to consider and agree the minutes of the meeting held on 17th November 2022.

Resolved: Agreed by all present to take the minutes as read.

Action: Minutes of the meeting of held on 17 November 2021 to be brought to next Finance and General Policies committee for the purpose of being signed.

25/22F Membership of the Project Assessment Panel: to appoint Councillor/s and non-councillor /s members to the panel.

Resolved: Agreed by all present that the Project Assessment panel be set up of Cllr John Seaton, Cllr Ellie Crook, Cllr Nathan Iliffe and Cllr Alan Cooper along with a member of the public Wendy Pole.

26/22F Vexatious correspondence policy: to review for recommendation to Council

Resolved: Agreed to recommend to Council for adoption

Action: Clerk to add to Council agenda 16th November 2022

Agreed: by all present to look at the 6 policies re data privacy for Councillors, Publications and Retention to be included in next suitable FGP agenda.

Action: Clerk to add to next suitable agenda.

27/22F Finance - General:

a) **to agree a Councillor to take on the task of checking reconciliations for this financial year or shorter period if preferred**

Resolved: Agreed by all present Cllr Charles Ellis will take on the responsibility until reconciliation of 31st March 2022 has been reached.

b) **to agree resolve for online signatory issues**

Resolved: Agreed this be added to the next Council agenda 16th November 2022

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28/22F Financial Year 2022/23 as of 31st October:

a) to note expenditure and income to date and bank reconciliation

Noted: By all present

b) to consider virements for approval; virements outside delegated powers for recommendation to Council as required

29/22F Year-end forecast 2022/23 for year-end financials budget:

a) to consider budget line adjustments for recommendation to Council as required or noting as appropriate.

Agreed: to move Storage budget line from Projects

Action: Clerk to set up new budget line and transfer funds as appropriate for spend until March 31st 2022

Agreed: to move insurance overspend from Other Professional

Action: Clerk to transfer budget funds to cover overspend from Other Professional

Agreed: To move 20mph from Projects to a separate Highways Improvement projects line

Action: Clerk to transfer budget funds to cover overspend from Projects to a new Highway Improvements Projects separate budget line

b) To consider projected carry forwards in line with budget proposal for 22/23.

Agreed: By all present, that though no carry forwards be considered and should take place instead all underspend to go to General Reserves

30/22F Budget Draft 2023-24: to consider for recommendation to Council

Agreed: To take draft proposal to Council 16th November, inviting Councillors to comment before December meeting where and when a decision needs to be reached to achieve Precept deadline (6th January 2023).

To include additional budget of £10,000 Bockhanger reserves

To decrease the training budget lines for Councillors and Clerk to £20000 and £1000 respectively

To increase the website, software and licenses to enable a new website to be delivered from £4000 to £8000

31/22F Precept : to consider in order for recommendation to Council

Agreed: To take draft proposal to Council 16th November, inviting Councillors to comment before December meeting where and when a decision needs to be reached to achieve Precept deadline for Ashford Borough Council (6th January 2023).

32/22F Internal Audit: to receive an update

Noted: By all present

33/22F External Audit : to receive an update

Noted: By all present

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34/22F Reserves and investments:

- a) **to review existing Financial Reserves Policy and agree any revisions with recommendations to Council as necessary**

Agreed: By all present to review again and bring back to next suitable Finance and General Policies committee, Cllr Cooper agreed to review policy

Action: Cllr Cooper to review policy and make recommendations to Clerk for submitting to next suitable Finance and General Policies committee and onward recommendation to next suitable Council meeting.

Action: Clerk to add to next suitable Finance and General Policies committee

- b) **to review whether the current financial position is consistent with the policy and make recommendations accordingly.**

Agreed: By all present to review again and bring back to next suitable Finance and General Policies committee, Cllr Cooper agreed to review options of investment with Clerk again to speak to other Councils for recommendations

Action: Cllr Cooper to look at investment opportunities for submitting to next suitable Finance and General Policies committee and onward recommendation to Council

Action: Clerk to advise Cllr Cooper of any recommendations received.

Action: Clerk to add to next suitable Finance and General Policies committee

35/22F **Strategic Annual Plan for the Finance and General Purposes Committee : to consider the Annual Plan and to receive input from members and agree any revisions with recommendations to Council as necessary**

Agreed: That this be deferred to next suitable meeting ideally in January (19th).

Action: Clerk to add to next suitable meeting of the Finance and General Policies committee.

36/22F **3-year business plan: to consider the Annual Plan and to receive input from members and agree any revisions with recommendations to Council as necessary**

Agreed: That this be deferred to next suitable meeting ideally in January (19th).

Action: Clerk to add to next suitable meeting of the Finance and General Policies committee

37/22F **Banking arrangements for public subscription: to consider for the War Memorial Restoration**

Agreed: That this be deferred to next suitable meeting ideally in January (19th).

Action: Clerk to add to next suitable meeting of the Finance and General Policies committee

38/22F **Risk Assessment: to approve updated version**

Agreed: That this be deferred to next suitable meeting.

Action: Clerk to add to next suitable meeting of the Finance and General Policies committee

39/22F **Items for inclusion on next agenda/s : (For Councillors to raise items for information only and to request items for the next agenda). Suggested items include *Record retention policy; Publication scheme – update***

a) **Scheme of Delegation for Finance**

b) **appointment of internal auditor for 2023-4**

c) **Information and Communications Technology**

d) **6 policies re data privacy for Councillors, Publications and Retention**

40/22F **Date of next meeting.**

Agreed: The next meeting date is 1st December 2022 at 7pm at the United Reformed Church. A further meeting on 19th January was also agreed.

41/22F **Close of Meeting.** The meeting closed at 21.30