

5th April 2024

An ORDINARY meeting of Sheringham Town Council **Finance & Governance Committee** will take place on **Thursday 11th April 2024** in Sheringham Community Centre at **7.00pm** and the following business will be transacted.

All Committee Members are summoned to attend. Members of the press and public are welcome.



Sarah Peberday Town Clerk/RFO

AGENDA

1.	<p>APOLOGIES MOTION: Committee to receive and approve apologies and reasons for absence.</p>
2.	<p>DECLARATIONS OF INTEREST and DISPENSATIONS With reference to items on the agenda Committee Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.</p>
3.	<p>APPROVAL OF MINUTES MOTION: Committee to approve and sign the minutes of the Finance & Governance Committee meeting held on 08.02.2024 (MA)</p>
4.	<p>OPEN MEETING Public participation: Members of the public will be invited to speak and/or question the Town Council on issues relating to this agenda or raise issues for future consideration. The Chair will consider if the subject matter breaches the confidentiality of an individual, and if it is assisting the Council in its processes. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.</p>
5.	<p>EXCLUSION OF PRESS AND PUBLIC MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information.</p>
6.	<p>FINANCE & ACCOUNTS A – MOTION: Committee to note bank balances. (Clerk) B – MOTION: Committee to note and agree the receipts and payment summary report (Clerk) C – MOTION: Committee to agree that Chair signs the bank reconciliations (Clerk)</p>
7.	<p>POLICIES & PROCEDURES A - MOTION: Committee to note and approve the notes of the Finance Policy and Procedures Task & Finish group (MA) B – MOTION: Committee to note and approve the Councillor IT Policy (Clerk) C – MOTION: Committee to note and approve the Policy for instructing IT Contractors to add additional permissions to mailboxes and other resources policy (Clerk)</p>

8.	PROCUREMENT PROCESS MOTION: Committee to agree that there are records kept and an audit trail available to ensure the procurement process is being followed, including matters heard in closed session/staff related matters not overseen by the Clerk/RFO. (Clerk)
9.	CONTRACT DISPUTE MOTION: Committee to discuss and agree resolution of a contract dispute (Clerk)
10.	ANNUAL PARISH MEETING PREPARATION MOTION: Committee to discuss and agree contents of presentation, predicted questions and visual displays in readiness for the APM (MA)
11.	HEALTH & SAFETY A - MOTION: Committee to note the contents of the Health and safety report prepared by JLM in relation to an employment matter (Clerk) B – MOTION: Committee to review and agree the instruction of JLM Health and safety in accordance with the Health and safety management system implementation proposal (Clerk)
12	DATE OF NEXT MEETING MOTION: Committee to note the next meeting is scheduled for Thursday 6 TH June at 7pm

FINANCIAL POSITION - BANK BALANCES, INVESTMENTS & INTEREST					
ACCOUNT/INVESTMENT	ALLOCATED TO	AMOUNT	INTEREST	TIMELINE	TOTAL
CURRENT ACCOUNT (PRECEPT & INCOME)		£16,311.53		As at 05.04.24	
CC, MEMORIALS ETC		£7,003.95		As at 05.04.24	
TOTAL					£23,315.48
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£25,902.92		As at 05.04.24	
NSI INVESTMENT	SURPLUS	£125,000		On Asset Register	
NSI INTEREST	SURPLUS		£40,867	As at 05.04.24	
CCLA	SURPLUS	£200,000	£5,866.46	As at 05.04.2024 Total of Monthly interest payable APR 5%	£397,636.38
TOTAL					
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£7,003.95		As at 04/03/24	
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	£1,775.18	As at 05.04.24 Monthly rolling Matures 18th each month - Total since 18.09.2023 (19.02.24 at 2.3%)	
CCLA	CAPITAL	£400,000		Transferred 2/2/24	
TOTAL					£558,779.13
COMMUNITY (SCAP & INVESTMENT INTEREST)	N/A	£10,050.56		SCAP £3976.26 INVESTMENT INTEREST £6074.30 as at 04/03/24	£6,074.30
					£981,829.03
				Defib came out of community account	