



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

Minutes of the Finance and Policy Management meeting held 29 April 2024 @ 7pm in the Pavilion, Manor Road

In attendance: Councillors, Susan Smith, Justin Harris, Florence Morimont and David Willis.

Becky Buck (Clerk and RFO) Molly Hallett (Town Council Apprentice)

1. To nominate a Chairman for the Finance and Policy Management Group

With the absence of Councillor Lunness, Councillor Harris was nominated to be Chairman for the Finance and Policy Management committee meeting, this was accepted by Councillor Harris.

2. To approve Terms of Reference for recommendation to full council.

The Terms of Reference were approved for recommendation to full council.

3. To consider apologies for absence

Councillor Lunness gave his apologies for absence due to annual leave which were accepted by the Committee.

4. To receive disclosures of interest and dispensations

There were no disclosures of interest and dispensation received.

5. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 29th January 2024

The minutes of the meeting held on 29th January 2024 were approved by the Council and signed by the Chairman as a true record.

6. To review and sign for accuracy bank reconciliations.

Bank reconciliations were reviewed and signed by 2 Councillors to confirm accuracy.

7. To receive a report from the Internal Scrutineer

Councillor Willis gave a verbal report to the Committee and confirmed he could find no fault with the Council's accounts or practices.

8. To review preliminary end of year budget figures for 2023/24

Balances brought forward	£234,728
Receipts	£44,376
Staff costs	£122,259
Loan/ interest payments	£13,509
All other payments	£215,768
Balances carried forward	£141,510, comprising of:
General Reserves	£73,942
Ear marked reserves	£67,568

£12,000 of general reserves was used to boost the budget therefore the anticipated general reserves will be £51,952.

Signed by the Chairman.....Date.....



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9. To review and recommend regular suppliers and payments for 2024/25

The committee reviewed the regular payments and supplier for 2024/25 and approved them for recommendation to Council.

10. To discuss and decide on the following policies for recommendation to Council

a. Standing Orders

This was approved for recommendation to Council.

b. Internal Scrutineer

This was approved for recommendation to Council.

c. Risk Management

This was approved for recommendation to Council.

d. Petty Cash

This was approved for recommendation to Council.

e. Code of Conduct

This was approved for recommendation to Council.

11. Any other business (not for discussion)

There was no any other business to discuss.

With there being no further business, the Chairman closed the meeting at 20.23

Signed by the Chairman.....Date.....