



## 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](mailto:office@longstrattontowncouncil.gov.uk)

Tel: 01508 530524

### Minutes of the Finance and Policy Management meeting held 17 October 2022 @ 7pm in the Pavilion, Manor Road

In attendance: Councillors, Susan Smith, Kelly Lunness, Matt Pochin and Robert Mackenzie  
Becky Buck (Clerk and RFO)

**1. To consider apologies for absence**

Councillor Wright gave apologies for absence due to annual leave, these were accepted by the committee.

**2. To receive disclosures of interest and dispensations**

There were no disclosures of interest or dispensation received.

**3. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 25 April 2022**

The minutes of the meeting held on 25 April 2022 were approved by the Committee and signed by the Chairman as a true record.

**4. To discuss and decide on bank reconciliations for**

a. Unity Trust – operational account

All reconciliations were checked by 2 councillors and signed to confirm accuracy.

b. Unity Trust – savings account

All reconciliations were checked by 2 councillors and signed to confirm accuracy.

c. Petty Cash

Petty cash reconciliation was approved and signed by 2 Councillors. It was noted that there was a small discrepancy with petty cash. The accounting programme recorded that the remaining balance was £118.55. The Clerk and the internal scrutineer counted petty cash as £155.40 leaving a discrepancy in the Council's favour of £36.85. It was agreed to enter this into the accounting programme as event income.

d. Credit Card

All reconciliations were checked by 2 councillors and signed to confirm accuracy.

**5. To review expenditure against budget to date.**

The committee reviewed expenditure to date and looked at areas where the council had gone over budget. In all cases where budgets had been exceeded there was a justifiable reason, and the Committee were satisfied. It was also noted that there were some areas where there was a significant underspend. This was mainly due to known expenditure that had not yet been paid. Overall, the Council are 58% through the financial year and the overall budget expenditure stood at 56%.

**6. To review Ear Marked Reserves**

The Committee noted ear marked reserves, it was commented that there had been approved expenditure out of the playground repairs for the new play equipment. It was agreed that the ear marked reserves will be further scrutinised when budget discussions are being held at the next finance meeting.

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



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**7. To receive report from Internal Scrutineer**

Councillor Mackenzie gave his internal scrutineer reports which were notes and approved by the Committee. It was agreed the next scrutineer visit will take place between 4<sup>th</sup>-12<sup>th</sup> December in preparation for the next full council meeting.

**8. Any other business (for information only)**

It was noted that the next finance meeting will be to concentrate on the budget preparation for 2023-24.

*With there being no further business; the Chairman closed the meeting at 20:25*

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