



## 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 17 July 2023 @ 7pm in the Pavilion, Manor Road

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

**1. To consider apologies for absence**

There were no apologies of absence received.

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

There were no disclosures of interest or dispensation received.

**3. To discuss and decide on Terms of Reference.**

The terms of reference were approved by the Committee.

**4. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 5<sup>th</sup> June 2023**

The minutes of the meeting held on 5<sup>th</sup> June 2023 were approved by the Committee and signed by the Chairman as a true record.

**5. To review and sign for accuracy bank reconciliations.**

Bank reconciliations were approved by Committee and each reconciliation was signed by 2 Councillors.

**6. To note the Internal Scrutineer report and discuss and decide on recommendations made.**

The Committee reviewed the Internal Scrutineer report and agreed with the following changes.

- a. To review the Petty Cash policy, the Clerk advised this was completed at full Council on 10<sup>th</sup> July 2023.
- b. All staff contracts to be reviewed, to be completed by the next staffing committee meeting.
- c. To ensure the website was updated and all policies approved listed by 31.07.2023

**7. To review budget to date.**

The budget was reviewed, it was noted that the Council had not overspent against the budget.

**8. Any other business (not for discussion)**

There was no other business discussed.

*With there being no further business; the Chairman closed the meeting at 20.05*

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