

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 18th July 2022

Title: Financial Report & Associated Matters

Contact Officer: Town Clerk/C.E.O, Sharon Groth
Deputy Town Clerk, Adam Clapton

BACKGROUND

The purpose of this report is to provide information to Members on the financial position of the Council as part of the internal controls and due diligence.

CURRENT SITUATION

Detailed income and expenditure statements for the whole of the Council's approved budgets for the period 1 April 2022 to 30 June 2022, being the first quarter of the financial year are attached.

At this particular time of the year all budgets should be well within budget – although it should be noted that income and expenditure is not necessarily spread equally over the 12-month period.

If Members have any specific questions please email the Town Clerk before the meeting so that she will be able to respond and provide an answer at the meeting.

FINANCIAL IMPLICATIONS OF RECOMMENDATIONS MADE BY SPENDING COMMITTEES

It is the Council's usual practice that all matters discussed, and recommendations made by spending committees which have financial implications, are reported to this committee. This committee is responsible for the overall fiscal management of the Council.

Additional financial matters and updates are also included in this report for transparency.

Parks & Recreation Committee – 27th June 2022

There were no direct financial implications from recommendations of this Committee.

Halls Cemeteries & Allotments Committee- 4th July 2022

H257 - Cemetery of the Year Awards. That the Town Council enters into this competition and signs up to the ICCM Charter of the Bereaved at a cost for £310. This being taken from cost code 4059/302.

Stronger Communities Committee- 11th July 2022

SC359(6) – Car Free Day. That, a discount scheme be considered in Café 1863 for those who have not used a car to reach the venue.

SC359(9) – Christmas Lights Switch-on. That, the Council supports providing a grant to the Rotary Club of Witney should they be willing to manage and run the Switch-On event. The Council budgeted £2,000 towards this in the 22/23 budget, subject to a grant application being completed at the appropriate time.

SC360 – Website Review. That, if the Council outsources the web hosting, funds are drawn from the general reserve as the Committee had underspends which were returned here at the end of the previous financial year.

SC367 – Third Party & Large Events. That, the Council purchases banners to be given to event organisers for the duration of the event stating, ‘Supported by Witney Town Council’ to signify that financial support has been provided. These to be funded from the general reserve (from funds returned unspent relating to Events).

SC368 – Remembrance. That, the purchase of 30 s crowd control barriers totalling £779.70 (4150/401) be agreed along with traffic management training totalling £620.00 (4008/601).

ASSOCIATED FINANCIAL MATTERS

External Audit – the Town Clerk/RFO is pleased to report that the Annual Governance & Accountability Return and the additional documentation was submitted to External Auditors Moores on time. Under the regulations they need to complete and sign off the audit by 30th September 2022.

Debtors – The committee is referred to the confidential appendix attached.

ENVIRONMENTAL IMPACT

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make regarding its facilities and services it operates.

RISK

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability.

All the Council’s Committees receive financial reports to conduct its checks and balances, and consideration is given to budgets and funding availability when agreeing expenditure.

FINANCIAL IMPLICATIONS

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure incurred to be reviewed and to be compared with the Council's budgets.

RECOMMENDATIONS

Members are invited to note the report and;

1. Agree the recommendations of the spending committees as detailed above;
2. Consider what action, if any, is taking in relation to the debtor referred to in the confidential appendix.