

**Minutes of the meeting of the FINANCE AND GOVERNANCE COMMITTEE held in Rickards Hall at 8.04 pm on Monday 23 January 2023**

---

Present: Cllrs, J Aldridge, A Baker, M Gemmell Smith, A Layland, N Lloyd (Chairman), S Sumner (Vice Chair) .

In attendance: Responsible Finance Officer. No members of the press or public were present.

**1. APOLOGIES FOR ABSENCE**

Apologies were received, noted and accepted from Cllrs Compton, McGregor and Todd

**2. DECLARATION OF INTEREST OR PREDETERMINATION**

None.

**3. TO CONFIRM THE MINUTES OF THE FINANCE COMMITTEE HELD ON**

**Resolved:** that the minutes of the Finance Committee meeting held on [14 November 2022](#) be duly signed by the Chairman as a true and accurate record of the meeting; pages 9813 - 9816.

**4. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**

None.

**5. FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS (Financial report pack)**

**To approve the Financial Income and Expenditure Statements as of the 31 December 2022** (*9 month review as published with the meeting papers*):

**5.1 To ratify the expenditure up to 31 December 2022**

Members,

**Ratified:** the expenditure to the 31 December 2022.

**5.2. To approve the list of expenditure for payment - None**

Members,

**Noted:** there were no payments

**5.3 To review expenditure over £500 up to 31 December 2022**

Members,

**Ratified:** the expenditure over £500 up to 31 December 2022.

**5.4 To receive the income up to 31 December 2022**

Members,

**Ratified:** the income to the 31 December 2022.

**5.5 To review the Financial I&E Budget Comparisons report**

Members received and,

**Resolved:** the financial Income and Expenditure comparisons budget up to the 31 December 2022.

**5.6 To Review the I&E Account up to the 31 December 2022**

Members received and,

**Resolved:** the Income and Expenditure Account to the 31 December 2022.

**5.7 To review the Consolidated Balance Sheet**

Members received and,

**Resolved:** the Consolidated Balance Sheet.

**5.8 To receive the Financial Summary Cashbook**

Members received and,

**Resolved:** the Financial Summary Report Cashbook.

**5.9. To Confirm the Bank Reconciliation statements and Procurement Card for November and December 2022**

Cllrs Lloyd confirmed he had seen the reconciliations. Members

**Ratified:** the Bank Reconciliation statements and Procurement Card statements for November and December 2022.

**5.10 To approve and accept the transfers into, out of and between bank accounts**

Members,

**Ratified:** the transfers into, out of and between bank accounts.

**5.11 To note and advise on invoices outstanding over 3 months**

Nothing to report.

**6. OTHER FINANCE BUSINESS**

**6.1 To note: The Precept 2023/24 request had been submitted to SDC following full Council resolution (January) to approve the draft budget published December.**

Members,

**Noted:** the Precept request 2023-24 for £702,217 (Band D equivalent £180.43) had been submitted to Sevenoaks District Council following the full Council meeting in January. The budget for 2023/24 had also been approved: Expenditure £771,841 income (estimated) £92,773 plus Precept.

**7. GOVERNANCE**

**7.1. To receive an update on the Health and Safety Action Plan following the October external audit (reported to October full Council)**

Members,

**Received:** the report as presented to full Council (October 2022) with an update noting actions progress and those completed

**7.2. To note: the updated Health and Safety Policy [Manual](#) and Employee [Handbook](#) have been published on the website**

Members,

**Noted:** WorkNest had been reviewed and updated the Council's H&S policy and manual following the H&S audit.

**7.3. Nomads Lease update: Review to reflect changes permitting Nomads to hire facilities to Chipstead juniors and lady's teams**

Members,

**Noted:** a request had been made to the solicitors with regards to the requested amendments to the lease.

**8. FINANCE CORRESPONDENCE – None**

**9. DATE OF NEXT MEETING – 23 March 2023**

Meeting closed at 20.12