



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

FINANCE AND POLICY COMMITTEE

will meet on

Monday 23rd October 2023

in the Council Chamber, Ware Priory, Ware, starting at 7.30pm

All Members of the committee are summoned to attend the above meeting when the following business will be transacted:

Terry Philpott, Town Clerk
18th October 2023

This meeting is open to the Public and Press. The Council provides opportunity for members of the public to speak or ask questions at every meeting of the Council on any item on the agenda. Requests for items to be included on the agenda should be notified to the Clerk by the first Monday of the month.

A G E N D A

FP264: To receive and accept Apologies for Absence.

FP265: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

FP266: Minutes from the previous meeting: to receive and sign the minutes of the last Finance and Policy meeting held on 24th July 2023.

FP267: Correspondence and Clerks report

FP268: Financial Report (SH)

Finance reports to 30th September 2023

- Bank Reconciliation inc reserve, earmarked funds (inc New Homes Bonus)
- Debtor's report
- Profit and Loss
- Departmental Profit and Loss showing total income and expenditure.

FP269: Audio Visual Recordings Policy (TP)

Recommendation: To readopt with no changes.

FP270: Cookie and Privacy Policy (SF)

Recommendation: To readopt with no changes.

FP271: Document retention policy (SH)

Recommendation: To readopt with no changes.

FP272: Review of ESG policy (TP)

To review the ESG policy and agree an action plan to support the implementation over the next four years of the business plan.

The proposed next action is for the Councillors to review each policy and consider any actions, circulate to Councillors and Officers for review prior to consideration by the F&P committee on 23rd October 2023. Items agreed by the F&P will be added to the four year business plan and will subject to financial / resource scrutiny.

11th September 2023: ESG Policy approved by Full Council / F&P Committee members briefed

25th September 2023: Drafts to be circulated for feedback from Councillors / Officers

16th October 2023: Final documents to be emailed to the Clerk / SH for inclusion in the F&P agenda pack.

23rd October 2023: F&P Committee approve draft proposals.

27th November 2023: Budget workshop including costed proposals

8th January 2024: Business plan for 2024 – 2028 approved / 25 approved.

8th January 2024: Budget / Precept for 2024/25 approved.

Recommendation: To approve the work and the schedule with specific ESG areas allocated.

FP272: Ware Town Council Bank Reconciliations 01.07.23 – 30.09.23 (SH)

Recommendation is to approve the Bank Reconciliations for the period 01.07.23 – 30.09.23.

FP273: Agenda items for next meeting