



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

FINANCE AND POLICY COMMITTEE **Monday 24th April 2023 7:30 pm**

DRAFT MINUTES

Cllrs Pope (Chair) , Butcher, Curtis, Kemp

Officers present: Terry Philpott Town Clerk, Sean Higgins RFO.

FP230: To receive and accept Apologies for Absence.

- Cllrs Fernando & Kaye

FP231: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- None received.

FP232: Minutes from the previous meeting: the minutes of the last Finance and Policy meeting held on 30th January 2023 were approved.

Resolved : The minutes are an accurate record.

FP233: Correspondence and Clerks report

The report was received and noted.

FP234: Financial Report (SH)

Finance reports to 31st March 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.

The report was discussed and noted.

FP235: Ware Town Council Bank Reconciliations 01.01.23 – 31.03.23 (SH)

Resolved : To approve the Bank Reconciliations for the period 01.01.23 – 31.03.23.

FP236: Cyber Security (SH)

Resolved : Ware Town Council to get Cyber Essentials accreditation.

FP237: Equal Opportunities Policy (TP)

Resolved : To approve the Equal Opportunities Policy with one amendment.

FP238: Training and Development Policy (TP)

Resolved : To approve the Training and Developments Policy with amendments.

FP239: Payments and Discounts Policy (SH)

Resolved : To approve the Payments and Discounts Policy with no amendments.

FP240: Purchasing and Procurement Policy (SH)

Resolved : To approve the Purchasing and Procurement Policy with no amendments.

FP241: Reserves Policy (SH)

Resolved : To approve the Reserves Policy with no amendments.

FP242 : Audit Additional Information

It was noted that all the required steps were taken as per the procedure.

FP243: VAT on Leisure facilities (TJP/SH)

The report was discussed and noted.

FP244: Agenda items for next meeting Monday 5th June 2023

AGAR