TownClerk@Eastleigh-TC.gov.uk

MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 12 JUNE 2024 AT 7 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH

Those Present: Cllr Alex Clifton (Chair), Cllr Eileen Marks (Vice Chair), Cllr Peter Barrett, Cllr Gaz Richardson, Cllr Margaret Ashton, Cllr Steve Phillips

In Attendance: N Barfield – Assistant Town Clerk
R Davies - Town Clerk (Via Teams Link)

1 / 24 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr T Park, Cllr J Constable, and Cllr P Bicknell.

2 / 24 REGISTER OF INTERESTS AND DISPENSATIONS

There were no declarations of interest for items on the agenda.

3 / 24 MINUTES OF THE LAST MEETINGS

RESOLVED: That the minutes of the last meeting held on the 10 April 2024 are a true record of the meeting and were duly signed by the Chair.

NOTE: Numbering of pages to be corrected

4 / 24 PUBLIC PARTICIPATION

There were no members of the public present or questions raised in advance of the meeting.

Cllr Marks highlighted the need for the Asset Management Committee to submit a budget requirement for the management of the Allotments for the year 2024 2025.

ACTION: This would be included in the agenda for the Asset Committee on the 19 June 2024.

5 / 24 FINANCE REPORTS

- The committee received and noted an interim cash book with transactions from 1 April to 29 May 2024 whilst the full set up of Scribe Accounts takes place. There were no questions and
- The committee noted that Scribe Accounts will provide full reporting at the end of June 2024 and the committee looked forward to receiving full reports in due course.
- The committee noted that that councillors on the Policy and Finance Committee will receive training and access to Scribe Accounts after the setup is completed.
- The committee noted the VAT process to be carried out by the RFO who will submit a final S126 claim up to the 30 June 2024 which includes the VAT from 24 March 2024 to 30 June 24. The council will then submit as a registered council from 1 July through MTD.
- The committee noted and agreed to defer the action to update the financial risk assessment to the next committee meeting

6 / 24 GRANTS AND SPONSORSHIP

The committee received and reviewed a grant application from Eastleigh Pride and noted that this was a different process to the one followed in 2023, which was a sponsorship of the event.

RESOLVED: That the grant application was put on hold and the sponsorship packages available through Eastleigh Pride for the event were reviewed.

RESOLVED: That a sponsorship policy would be brought to the council meeting of the 26 June 2024 for approval to facilitate the review and approval of sponsorship in a timely manner.

ACTION: Cllr Clifton and the Town Clerk to provide a draft sponsorship policy for proposal to council.

7 / 24 INTERNAL AUDIT

The committee received and reviewed the Annual Internal Audit 2023 24 dated 24 May 2024 and noted the matters arising.

RESOLVED: The committee reviewed the actions as detailed by the RFO and approved the proposed actions to mitigate these.

8 / 24 EXTERNAL AUDIT 2023 2024

- The committee reviewed the AGAR requirements 2023 2024 and noted the assertions being evaluated for the audit year 2023 2024.

- The committee confirmed that they had reviewed the submissions for the external audit 2023 2024 prepared by the RFO. There were no questions.

- The committee noted the restatement of submission for 2022 2023 in relation to the comments made by BDO, there were no questions.

RESOLVED: The committee propose to council on 26 June 2024 for approval by resolution of the Accounting Statements, to then be duly signed and dated by the person presiding at the meeting.

RESOLVED: The committee propose to council the notice of public rights dates of 28 June 2024 to 8 August.

10 / 24 BUDGET

The committee received and reviewed the proposed revised budget for 2024 25 to include new cost codes and virements for personnel and other budget line items. The committee noted that there was no impact on the income or expenditure of the council.

RESOLVED: That the committee approves the revised budget for implementation in the Scribe finance system and to be reported on going forward.

The committee confirmed that the resolution to approve the reviewed budget included the approval for the budget which included the Community and Engagement Officer approved by Personnel Committee

11 / 24 DATE OF NEXT MEETING

To review the date of the next meeting scheduled for the 7 August 2024

The meeting closed at 7:40 pm

Signed as a true record of the meeting:

Chair _____

Date _____