

## **WESTON-SUPER-MARE TOWN COUNCIL POLICY AND FINANCE COMMITTEE AGENDA**

**Date: Monday 19<sup>th</sup> June 2023**

**Time: 7.00 pm**

**Venue: Museum**

*Members of the Policy and Finance Committee are hereby summoned to this meeting. Members who wish to comment on matters within their ward may attend and address the Committee. Members are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act s.17 and Equality Act s.149 when reaching such a decision.*

Members of the public wishing to watch or take part in the meeting please contact us at Grove House on [admin@wsm-tc.gov.uk](mailto:admin@wsm-tc.gov.uk) or 01934 63256.

**Committee Members:** Councillors Gill Bute, Mark Canniford, John Crockford-Hawley, Hugh Malyan, Robert Payne, Alan Peak, Lisa Pilgrim, Tim Taylor, Helen Thornton and Martin Williams.

**Note:** Quorum of the Committee shall be 6 of its Members.

Prior to the commencement of the meeting, the Chairman will invite questions and observations from parishioners present (maximum time permitted 15 minutes).

- 1. Election of Chairman**
- 2. Apologies for Absence and Notification of Substitutions**
- 3. Election of Vice Chairman**
- 4. Declarations of Interest**
- 5. To approve the minutes of the Policy & Finance Committee Meeting held on the 17<sup>th</sup> April 2023** (attached)
- 6. To approve the Committee Terms of Reference** (attached)
- 7. To receive the minutes of the Working Party to Review Expenditure & Governance held on 30<sup>th</sup> March 2023** (unapproved) (attached)
- 8. To receive the minutes and recommendations of the Climate Change Working Party Meetings held on the 30<sup>th</sup> March 2023** (unapproved) (attached)
- 9. To receive the minutes of the HQ Working Party Meetings held on the 24<sup>th</sup> March 2023** (unapproved) (attached)
- 10. Monthly Financial Reports: March & April 2023**
  - a) For Approval**

Schedule of Unapproved Expenditure (attached)

**b) For Noting**

- i. Bank Reconciliations (attached)
- ii. Budgetary Control Report (attached)
- iii. Bank Interest Report (attached)
- iv. Schedule of Receipted Income (attached)
- v. Bad debt report (attached)
- vi. Overspend report (attached)

**11. To receive the Final Interim Audit Report for the year 2023-24** (attached)

**12. Year End Accounts for the year ending 31/03/23**

**13. As part of the Audit requirement members are requested to**

- a) Consider the Accounting Statements (AGAR – Annual return) by members as a whole;
- b) Approve the Accounting Statements (AGAR – Annual return) by resolution; and Sign and date as required (AGAR – Annual return)
- c) Sign and date as required (AGAR – Annual return)
- d) Receive and Note the accompanying Statement of Accounts (not audited) as supporting documents to the (AGAR – Annual return)

**13.1 Year end Position and effects on capital programme 23/24**

To receive the report of the Deputy Town Clerk / RFO (attached)

**14. To appoint fourth bank signatory as advised by Council on 18<sup>th</sup> May 2023**

To receive the report of the Deputy Town Clerk (attached)

*To resolve under the Public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business.*

**15. Procurement of various Town Council Contracts**

To receive the tender analysis reports for the following contract to be awarded:

**.1 Building, Mechanical & Electrical Maintenance Works**

**.2 Building Surveying Services**

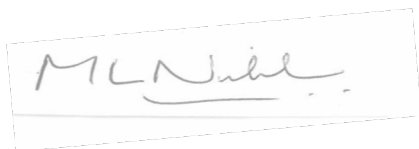
**.3 Quantity Surveying Services**

**.4 Structural Engineering Services**

**.5 Arboricultural and Environmental Services**

**.6 Insurance – Authority to delegate the decision to the Town Clerk**

To receive the report of the Town Clerk (attached)



Malcolm L Nicholson, LLB, DMS  
Town Clerk  
12<sup>th</sup> June 2023

Weston-super-Mare Town Council  
Grove House, Grove Park  
Weston-super-Mare, BS23 2QJ