

Haverhill Town Council

Minutes of Haverhill Town Council's

FINANCE WORKING PARTY

Held remotely on Tuesday 12th April 2022 at 7.00pm



Present: Councillor J Burns (Chairman)
Mayor L Smith
Councillor B Davidson
Councillor P Hanlon
Councillor A Luccarini
Councillor J Mason
Councillor D Roach

Apologies:

In Attendance: Colin Poole (Responsible Financial Officer)
Alisha Jenkins (Office Administrator)
Martin Page (Finance Administrator)

No members of the public were present.

Welcome:

Councillor J Burns welcomed everyone to the meeting and noted that the Working Party has no delegated authority and may only make recommendations to Full Council. Urgent actions may be taken by the Clerk under delegated powers and reported to the next Full Council meeting. The Clerk advised that the meeting was being streamed live on the Council's YouTube channel.

- | | | Action |
|---------------------------|--|--------|
| F22
/011 | <u>Apologies for Absence</u>
No apologies received. | |
| F22
/012 | <u>Declaration of Pecuniary Interests and requests for Dispensations</u>
None. | |
| F22
/013 | <u>Minutes of the Last Meeting</u>
It was proposed by Councillor L Smith, seconded by Councillor B Davidson that the minutes of the meeting held on 18 th January 2022 be agreed as a true record.
RESOLVED | |
| F22
/014 | <u>Actions Arising</u>
None. | |
| F22
/015 | <u>Public Forum</u>
No public were present. | |
| F22
/016 | <u>Report from Responsible Financial Officer</u>
a) Haverhill Town Council budget report to 28th February 2022
The RFO presented his report to the meeting (see separate document). | |

b) **Narrative to Budget Report**

The RFO observed that often the Finance meeting is slightly too early in the month to enable the Finance Administrator to complete the month-end work for the directly preceding month, so the figures Councillors are looking at this meeting are for year-to-date end of February, whilst a meeting held on, for example, Tuesday 26th of April would have seen the full year-end figures. The RFO advised that at the next round of scheduling of meetings, Finance meetings should be scheduled to be held on the third or fourth week of the month to allow sufficient time for the Finance Administrator to complete the previous month reports.

The indications from the budget report is that the year-end figures would be more or less as anticipated.

In response to a question, the new Kiosk and the Splashpad are due to open on the 13th April 2022, but the latter will close if the weather turns cold again, for health and safety.

c) **Bank Reconciliations**

Councillor J Burns confirmed that the bank balances for the Council reported matched the statements received from the banks. The RFO advised that Haverhill Town Council is due to receive the precept for 2022/23 in the next couple of weeks.

d) **Debtors and Creditors**

The Finance Administrator advised that most 30-day debtors were regular community groups bookings for which payments were expected, with the except of one which has now exceeded 90 days. The Finance Administrator to chase payment.

e) **Haverhill Community Trust**

The RFO presented the income and expenditure report to the committee. It was noted that the Community Kitchen expenditure was staff costs. The Finance administrator advised that current Community Kitchen income figures currently sit under the Leiston Centre bookings income. FA to add the figures into the Community Kitchen. Councillor J Burns confirmed that the bank balances for the Trust reported matched the statements received from the banks. The Finance Administrator reported that there are currently no outstanding debts over 90 days.

Assistant Clerk

Finance Administrator

Finance Administrator

F22 **Date of next Meeting**

/017 The next meeting of the Finance Committee will be held on Tuesday 19th July 2022,

F22 **Closure**

/018 The Chairman declared the meeting closed at 19.43

Signed
Chairman

Date.....