



Ref: Agenda/F&GP– 06/09//2022

1<sup>st</sup> September 2022

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Finance and General Purposes Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 6<sup>th</sup> September 2022** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to read "Peter Tarrant".

Peter Tarrant  
Town Clerk & Chief Executive

Distribution: All Town Councillors  
Notice Boards  
The Press

Committee Members:

Cllr. R. Pullinger (Chair)  
Cllr. M. Foster (Vice Chair)  
Cllr. M North  
Cllr. D. Albone  
Cllr. I. Bond  
Cllr. G. Fage  
Cllr. M. Knight  
Cllr. H. Ramsay  
Cllr. M. Russell  
Cllr. D. Strachan

## **AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.
- b. Non-Pecuniary interests in any agenda item

3. **CHAIRMAN'S ANNOUNCEMENTS**

**4. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the agenda.

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_oBWF8rUDRaaw82kbC37EXA](https://us06web.zoom.us/webinar/register/WN_oBWF8rUDRaaw82kbC37EXA)**

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **one three-minute slot**.

**5. INVITED SPEAKER**

None.

**6. MEMBERS' QUESTIONS**

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 26<sup>th</sup> July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

**8. MATTERS ARISING**

- a. Minutes of Finance & General Purposes Committee Meeting held on **Tuesday 26<sup>th</sup> July 2022**.

**9. ITEMS FOR CONSIDERATION**

a. **Grants 2023/2024**

For Members to receive and consider a written report from the Finance Manager.

This relates to the first tranche of applications.

b. **Christmas Offer Budget**

For Members to receive and consider a written report from the Place Shaping Manager.

**10. ITEMS FOR INFORMATION**

a. **Finance Review**

For Members to receive a written report from the Finance Manager.

b. **Unity Trust Bank**

For Members to receive a written report from the Finance Manager.

c. **Cost Reduction and Efficiency Review**

For Members to receive a written report from the Finance Manager.

d. **Original Estimate Planning Cycle 2023/2024 Financial Year**

For Members to receive a written report from the Finance Manager.

e. **Finance and General Purposes Committee 2022/23 Work Plan**

For Members to receive a written report from the Finance Manager.

**11. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_oBWF8rUDRaaw82kbC37EXA](https://us06web.zoom.us/webinar/register/WN_oBWF8rUDRaaw82kbC37EXA)**

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

**12. EXEMPT ITEMS**

The following resolution will be **moved** that it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

- (13a. CCTV Funding)
- (13b. Orchard Update)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.





**MINUTES OF THE EXTRAORDINARY FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON TUESDAY 26<sup>th</sup> JULY 2022 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE COMMENCING AT 6:30PM**



**PRESENT:**

Cllr R. Pullinger (Chairman)  
Cllr G. Fage  
Cllr M. Knight  
Cllr M. North  
Cllr H. Ramsay  
Cllr D. Strachan

Mr P. Tarrant –Town Clerk & Chief Executive  
Mr I. Lord – Place Shaping Manager  
Mr R. Youngs – Finance Manager  
Mrs S. van der Merwe – Deputy Administration & HR Manager

Members of the Public – 1

**Meeting Formalities:**

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

**1. APOLOGIES FOR ABSENCE**

None.

**ABSENT WITHOUT APOLOGIES**

Cllr D. Albone, Cllr M. Foster, Cllr M. Russell, Cllr I. Bond.

**2. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item**

None.

**b. Disclosable Non-pecuniary interests in any agenda item**

None.

### 3. ITEMS FOR CONSIDERATION

#### a. Funding of CCTV Strategy & Christmas Lights

Mr Tarrant confirmed that Members are being asked to consider two issues at this Meeting:

- 1) To allow a sum of £25,000 to be drawn down from Rolling Capital to allow the Town Council to respond immediately to its CCTV strategy and purchase of equipment.
- 2) To draw down a maximum allowance of £4,000 for the Christmas Lights.

Cllr Knight asked if Officers are able to investigate costs for leasing of the lighting but if this is not an option then recommends proceeding as per the recommendation to draw down from the Reserve Capital Funding.

It was **RESOLVED** that the F&GP Committee **APPROVES** the draw down of Reserve Capital Funding up to £25,000 in the event the Town Council is unable to access S106 Funding from Central Bedfordshire Council towards the CCTV strategy.

It was **RESOLVED** that the F&GP Committee **APPROVES** the draw down of up to a maximum of £4,000 for the Christmas Lighting from the Reserve Capital Funding.

### 4. PUBLIC OPEN SESSION

There were no members of the public present.

### 5. EXEMPT ITEMS

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

None.

### 6. EXEMPT ITEMS

None.

The meeting was closed at 18:41.



**BIGGLESWADE TOWN COUNCIL**  
**Report to Finance and General Purposes Committee Meeting 6<sup>th</sup> September 2022**  
**Grant Applications 2023/2024**

**Implications of Recommendations**

**Corporate Strategy:** FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

**Finance:** An award of £18,476 leaving £2,291 remaining.

**Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environment legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

**Background**

The 2022/2023 budget for grant applications is £32,767.

We have received the first tranche of grant applications These applications are attached.

<b>Budget</b>	<b>£32,767</b>
Community Agent	£12,000
Grant requests (tranche 1)	£18,476
<b>Remaining budget</b>	<b>£ 2,291</b>

**Recommendation**

Members to consider agreeing to the grant applications amounting to £18,476 as per the attached breakdown.

Rob Youngs  
Finance Manager



Biggleswade Town Council - Grants deadline 31st August 2022 - 1st Cycle 2023-2024

## Grant Applications 2023-2024

Previous applicants		Grants Awarded 2021/2022	Grants Awarded 2022/2023	Grants Requested 2023/2024	Biggleswade Residents Benefiting from the Grant 2023/2024
1	Biggleswade Crab Lane (Railway Embankment)	£0.00	£60.00	£60.00	all residents
2	Biggleswade First Aid Club	£0.00	£380.00	£380.00	all residents
3	Biggleswade Sports	£0.00	£400.00	£400.00	400
4	For Men To Talk Community Interest Company	£0.00	£0.00	£500.00	135
5	Carers in Bedfordshire	£2,000.00	£1,000.00	£600.00	40
6	Biggleswade ATC Squadron (Royal Air Force Air Cadets)	£1,000.00	£1,000.00	£876.00	30
7	The Royal British Legion - Biggleswade Branch	£0.00	£0.00	£750.00	all residents
8	Ivel Flix	£0.00	£300.00	£500.00	all residents
9	1st Biggleswade Rainbows	£0.00	£148.50		
10	Biggleswade Scouts Unit17 Jamboree Contingent	£0.00	£750.00		
11	Biggleswade Community Carnival	£0.00	£500.00		
12	Biggleswade Community Safety Group	£0.00	£800.00		
13	Biggleswade Good Neighbours	£500.00	£500.00		
14	Biggleswade History Society	£0.00	£750.00		
15	Biggleswade Sea Cadets	£1,500.00	£1,000.00		
16	BRCC in collaboration with Kings Corner/Biggleswade Baptist church	£0.00	£1,805.82		
17	Sue Ryder St. John's Hospice	£0.00	£1,000.00		
18	Biggles FM	£1,850.00	£1,850.00		
19	Mid Bedfordshire Citizens Advice Bureau	£0.00	£500.00		
20	East Beds Community Bus Ltd (Ivel Sprinter)	750	£500.00		
21	Keech Hospice Care	1000	£1,000.00		
22	Revitalise	£0.00	£700.00		
23	Magpus Air Ambulance	£536.00	£500.00		
24	The Need Project CBC	£0.00	£500.00		
25	Respite at Home	£0.00	£700.00		
<b>Sub Total</b>		<b>9136</b>	<b>£16,644.32</b>	<b>£4,066.00</b>	

New Applications 2023/2024				Grants Requested 2023/2024	Biggleswade Residents Benefiting from the Grant 2023/2024
1	Country Days Ltd (requesting £500-£1000)	£0.00	£0.00	£1,000.00	10
2	Autism Bedfordshire	£0.00	£0.00	£2,000.00	25
3	Music 24	£0.00	£0.00	£2,000.00	25
4	The Parish of St Andrew's Biggleswade	£0.00	£0.00	£450.00	all residents
5	Biggleswade Living Streets	£0.00	£0.00	£1,000.00	300
6	Wellbeing in Biggleswade	£0.00	£0.00	£900.00	766
7	Biggleswade Arts Collective CIC	£0.00	£0.00	£2,000.00	all residents
8	Biggleswade Community Garden	£0.00	£0.00	£2,000.00	21000
9	Vibrance-Sound Experience	£0.00	£0.00	£500.00	all residents
10	NHS Trust	£0.00	£0.00	£2,560.00	all residents
<b>Sub Total</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£14,410.00</b>	
18	<b>Grand total</b>		<b>£16,644.32</b>	<b>£18,476.00</b>	

\* Redacted grant applications are saved to the Councillor Sharepoint tab here



**BIGGLESWADE TOWN COUNCIL**  
**Finance & General Purposes Committee Meeting 6<sup>th</sup> September 2022**  
**Christmas Offer Budget**

**Implications of Recommendations:**

**Corporate Strategy:** ASPIRATIONS: Develop a programme of events for the Town Centre.

**Finance:** Sourced from allocation set aside in Town Centre budget and agreed virement from capital reserves.

**Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environment legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

**Background**

It was resolved by Council on 9<sup>th</sup> August to proceed with Officers' recommendations on the key categories of Christmas capital expenditure. Some tweaks to these recommendations were made and included as part of the resolved proposal, resulting in different numbers to those produced in the previous report.

**Summary**

Officers have proceeded to raise the relevant POs and sign contracts to get the proposed suppliers onboard. The below figure illustrates revenue cost incurred thus far and estimated cost still to be firmed up.

**Figure 1. Projected and Incurred Christmas 2022 Revenue Expenditure**

Category	Cost	Budget	Variance
Festoons and Motifs	£11,546.00	£18,000.00	£5,324.00
Christmas Tree Lights	£1,130.00		
Christmas Tree	£1,500.00	£7,000.00	£1,327.00
Stage, Sound & Lighting	£2,975.00		
Grotto	£498.00		
Santa Hire	£0.00		
Electricity Support	£700.00		
Other	TBC		
<b>Total</b>	<b>£18,349.00</b>	<b>£25,000.00</b>	<b>£6,651.00</b>
Electricity support and Christmas tree costs are indicative. Prices exclude VAT.			

Officers are cognisant that there are two items that remain indicative and further costs to be incurred such as presents for the Grotto, marketing, and unforeseen expenditure.

The Christmas tree cost remains indicative at this stage as the supplier has been on annual leave and has therefore been unable to confirm final pricing, without the 20ft tree originally included on the quote.

Projected costs associated with electricity support is being explored further to understand whether any saving can be made here. This is currently based on costs associated with the hiring of an engineer such as the setup during Jubilee. There has been communication between BTC and CBC Officers around the electrical infrastructure of the Square and who is responsible for it. CBC have referred to a managing agreement, which should stipulate responsibility and Officers are awaiting this document.

If CBC responsibility, the best-case scenario would be that the necessary works to bring the Square up to a sufficient standard are carried out by CBC. BTC would then need only to procure enough cable covers and adaptors for events, which could then be set up by Officers subject to whether electrical certifications are required or not. Officers will continue to explore options but will otherwise look to confirm costs of an engineer to attend both the 25<sup>th</sup> November switch-on and 23<sup>rd</sup> December Christmas market.

Based on a single indicative quote obtained for the Market Square tree lights at circa £4,000, Officers had asked for a virement of £4,000 from capital reserves. It has since transpired after obtaining a number of other quotes, that for a high-quality result, an extra £3,938 would be required. Figure 2 shows the current financial position.

**Figure 2. Christmas 2022 Capital Expenditure**

Category	Cost	Budget	Variance
Market Square Tree Lights	£7,938.00	£4,000.00	<b>-£3,938.00</b>

### **Recommendations**

Member to consider and agree to draw down an additional £3,938 from capital reserves to fund the Market Square tree lights.

Isaac Lord  
Place Shaping Manager



**BIGGLESWADE TOWN COUNCIL**  
**Finance and General Purposes Committee Meeting 6<sup>th</sup> September 2022**  
**Finance Review**

**Implications of Recommendations**

**Corporate Strategy:** FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

**Finance:** Progression of Financial Review.

**Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environment legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

**Background**

The following is an overview of the progress made connected to the Finance Review. Details are attached.

There are 39 recommendations, of these, 33.3% are complete (13), 2.6% are part-complete (1), 28.2% are in progress (11) and 35.9% are pending (14).

**Recommendation**

This report is for Members to note.

Rob Youngs  
Finance Manager

**APPENDIX A - ACTION PLAN**

**STAGE A – RECOMMENDATIONS TO BE IMPLEMENTED IN NEXT 3 MONTHS**

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<b>Management Accounting Arrangements</b>		
R1	The Council should proceed with recruiting staff to roles with finance responsibility. These officers will have a key role in: <ul style="list-style-type: none"> <li>- Implementing recommendations set out in this report;</li> <li>- Improving ownership of financial systems and reporting at BTC.</li> </ul>		In progress, completion expected in November.
R2	The Council needs to make the RBS accounting system more accessible to BTC staff. BTC have recently purchased additional licences for the accounting application. Training should be purchased for staff with finance duties to ensure they have the knowledge to use the accounting system.	Book a training programme for all staff using the RBS Omega Accounting system, ensuring they receive training appropriate for their role. Training mandatory before system access is granted.	Complete.
	<b>Financial Accounting</b>		
R6	The Council is permitted to produce simple income and expenditure accounts. BTC should therefore assess whether it wants to continue producing full Code of Practice accounts at the end of each financial year. This assessment should consider: <ul style="list-style-type: none"> <li>- What are these accounting statements used for?</li> <li>- Do Members and Officers understand these more complicated financial statements?</li> <li>- How much do these statements cost to produce?</li> </ul>	Decision needed in early part of 2021-22 financial year to allow Council to implement changes for start of 22-23.	Pending, completion expected in January.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<b><u>Council Reserves and Loans</u></b>		
R9	<p>The Council must undertake an urgent review of all reserves balances in order to assess whether reserves are being held at an appropriate level. There are a number of steps:</p> <ul style="list-style-type: none"> <li>- Review current earmarked reserve balances and determine why these are being held. BTC will need the assistance of DCK Accounting for this work;</li> <li>- Carry out an assessment of what reserves the Council needs to meet known liabilities. This must include an assessment of monies required to maintain the Council's asset base;</li> <li>- Identify any monies that need to be set aside for regulatory or funding reasons (e.g. CIL or deferred grants);</li> <li>- Identify reserves required to fund projects identified in strategic planning;</li> <li>- Establish minimum level of general reserves to be held by the Council.</li> </ul>	This must be completed in good time to inform the 22-23 budget setting process.	Complete.
	<b><u>Debt and Income Policy</u></b>		
R12	The Council should develop an income and debt collection policy, which should be published on the Council website, and referenced in all booking forms issued by the Council.	Policy needs to be in place to underwrite other improvements to income and debt collection systems.	Part complete, completion expected in September.
	<b><u>Car Park Income Pay and Display</u></b>		
R16	The Council should look to move cash collection to an external contractor as a matter of urgency. The contract should be no longer than 12 months, to link up with plans to reduce cash income. BTC will need to assess how often each parking machine will need to be emptied, the cost of each visit by the cash collection company risk assessed against the amount of cash likely to be held in each machine. Again, initial scoping meetings have been held with CBC.	More efficient system for cash collection needed urgently – aim to reduce or eliminate use of cash in medium term.	Pending, completion expected in February.



REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<b>Orchard Centre</b>		
R19	<p>BTC to consider purchasing the Facilities Booking Management Module from RBS, to be used for Orchard Centre / Market Stalls / Pitch Booking. The Council should examine the following functions before purchasing:</p> <ul style="list-style-type: none"> <li>- Room booking;</li> <li>- Invoice integration with accounting system;</li> <li>- Exception reports available (e.g. cancelled bookings / unpaid invoices);</li> <li>- Performance reports;</li> <li>- Caretaker Instructions;</li> <li>- Email confirmations from system;</li> <li>- Potential for storage and issue of hire agreements to customers.</li> </ul> <p>Training programme for all system users will also need to be purchased.</p>	Assessment of potential of this module to inform operations review under way at Orchard Centre.	In progress, completion expected in September.
	<b>Purchase Orders</b>		
R29	<p>BTC should consider purchasing and implementing the purchase order module of the Omega accounting system from RBS. Should the decision be taken to take up this option, the Council should ensure:</p> <ul style="list-style-type: none"> <li>- All staff who raised and manage purchase orders are given proper training in the new process;</li> <li>- Staff with accounting and financial duties are trained in running reports available on the purchase order system.</li> </ul>	Potential for saving of staff time and improvement in accounting information if implementation can be brought forward.	Complete.
R30	<p>Purchase orders should be issued to all suppliers. These should be issued following a standard template stored in the Council's purchase order system. This should include the following:</p> <ul style="list-style-type: none"> <li>- Payment terms and condition;</li> <li>- Requirement to email invoices to accounts payable email address;</li> <li>- Hyperlink to council terms of trade on website.</li> </ul> <p>Signatures should not be included.</p>	Communication of terms and conditions to suppliers.	Complete.
	<b>Payment of Suppliers</b>		
R31	<p>The Council should move to making payments to suppliers by BACS. This decision should be considered, and approval sought from Full Council prior to implementation.</p>	Decision required before any changes can be implemented.	In progress, completion expected in November.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<b>Payroll</b>		
R34	The monthly payroll process is not documented. The monthly payroll routine should be documented, and additional staff trained in what needs to be done each month. Documentation should include supervisory checks (e.g. Town Clerk's review of payroll file before submission to George Hay) and records that should be kept on the monthly payroll file.	Council needs to ensure adequate back up in knowledge of payroll process.	Complete.
R35	The Council should assess whether it needs non office staff to continue to complete and submit weekly hard copy timesheets. Consideration should be given to moving to an overtime claim system. Claim forms should be submitted for all preauthorised overtime worked by staff. These should be authorised for payment by the Town Clerk & Chief Executive.	Relatively simple administrative change.	Complete.
	<b>Bank Account</b>		
R37	The Council should continue with plans to allocate read access for relevant staff to the Council's main bank account. All requests for access to be signed off by the Town Clerk & Chief Executive & Chief Executive.	Urgent - staff need read access to check income from customers has cleared bank.	Complete.
R38	The Council to finalise arrangements for installation of a card payment machine at the main office. In due course, consideration should be given to installing a second portable machine to be used to collect payments for markets and events, as well as acting as a backup machine in busy times.	Urgent – Council needs to be able to collect income via card payments (over phone or in person).	Pending, completion expected in November.
	<b>Internal Audit</b>		
R40	Internal Audit reports should be made publicly available on the Council website once they have been reviewed at a council meeting.	Compliance with NALC Practitioner Guide best practice.	Complete.

## STAGE B – RECOMMENDATIONS TO BE IMPLEMENTED IN MONTHS 3-6

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<b><u>Management Accounting Arrangements</u></b>		
R3	A consultation exercise should be carried out with Members, in order to ascertain what finance reports they wish to see and when they want to see them. Once this has been determined, The Town Clerk & Chief Executive should set up a budget monitoring timetable to be followed each month and quarter to ensure budget monitoring becomes part of Council routine. Financial regulations may need to be amended.	New management accounts reporting structure to be put in place before new financial year.	Pending, completion expected in December.
R4	The Town Clerk & Chief Executive should establish a budget virement process. Officers and Members can then seek Council approval for changes to the agreed budget as circumstances change in the year. Once approved, virements to be posted to the accounting system, cross-referenced to the relevant minute, using the virement function.	To be put in place before new financial year.	Complete.
R5	The Town Clerk & Chief Executive should, in discussion with Members, assess whether the Council wishes to continue the process of recharging admin and staff costs to services. This assessment should consider how the information is used and is it worth the cost of production. The complexity the recharge process adds to the accounts should also be considered.	To be determined before new financial year.	Pending, completion expected in October.
	<b><u>Financial Accounting</u></b>		
R7	BTC will need to consider accounting implications of any decision to change format of accounts, should this be the route chosen. Accountancy support from DCK will be essential. A number of issues will need to be considered. These include: <ul style="list-style-type: none"> <li>- Amendments to chart of accounts.</li> <li>- Write-off of capital and fixed asset balances from balance sheets.</li> <li>- Possible prior year amendments to AGAR financial statements.</li> </ul> Changes to accounting policies cannot be implemented mid-year. Any changes could not be implemented until the accounting period commencing 01.04.2022.	Work must start in this area in good time for start of 21-22 financial year – DCK support essential.	Pending, completion expected in November.
R8	An alternative approach to year end accounting and reporting will need to be developed. The AGAR provides a basic set of accounts, but more information is needed to provide proper financial information to members and residents. I have provided an example of another Town	Work must start in this area in good time for start of 21-22 financial year – DCK support essential.	Pending, completion expected in November.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	Council which produces accounts following smaller council accounting regulations, but provides comprehensive accounting information.		
	<b><u>Council Reserves and Loans</u></b>		
R11	The Council should adopt a formal reserves policy and ensure that reserves are reviewed against this policy on at least an annual basis. This should form future budget and precept setting. Decisions on transfers to and from reserves should be reported to and approved by F&GP Committee as part of this review process.	Needs to be approved in good time for start of 21-22 financial year.	Complete.
	<b><u>Debt and Income Policy</u></b>		
R13	<p>The Council must be systematic in the way it collects debt. Whilst recommendations above should reduce the number of transactions that are collected in arrears, some income will still be collected after an invoice is issued.</p> <p>The Council should work with the accountancy system provider RBS, to identify whether debt reminder letters can be produced automatically by the system 14 and 28 days after debts fall due.</p> <p>The sales ledgers should also be reviewed by the Town Clerk &amp; Chief Executive every month, with decisions about follow up action on debts determined as part of the review. The aim of this review should be to ensure that debts are collected or reasons for late payment understood and documented.</p>	BTC needs to put process in place to ensure debts are pursued promptly.	Complete.
	<b><u>Payment of Suppliers</u></b>		
R32	<p>The Council should set up a documented payment run process. This should include:</p> <ul style="list-style-type: none"> <li>- Checks to be carried out before invoices are presented for payment. This includes matching to purchase orders, confirmation that services have been delivered and confirmation of correct charge by supplier. These checks should cross reference to financial regulations.</li> <li>- Documentation to be sent to authorised signatories to support the payment run. Ideally this should be made available electronically.</li> <li>- a clear timetable for closing date for receipt of invoices, and prebooked diary slots for DCK Accountant / FTC finance Staff / Town Clerk &amp; Chief Executive and Councillors.</li> </ul>	Documentation of existing process and preparation for move to BACS payments.	In progress.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
R33	Supplier payment information will need to be obtained from all suppliers prior to making a payment. New supplier information, and any changes to supplier payment records must be checked by phone to a known contact number prior to input into the accounting system.	Essential anti-fraud control.	Complete.
	<b><u>Internal Audit</u></b>		
R41	The Council should carry out an annual review of internal audit arrangements following guidance in the Practitioners' Guide. This review should be added as a standing task to be completed in January of each financial year by F&GP Committee.	NALC Practitioners' Guide requirement.	In progress, completion expected in December.

**STAGE C – RECOMMENDATIONS TO BE IMPLEMENTED BY 01.04.22**

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<b><u>Council Reserves and Loans</u></b>		
R10	The Council should set up new reserve accounts on the accounting system. Separate reserve accounts should be set up for each earmarked reserve identified at recommendation 9 above, and accounting entries posted to the reserves as reserves are spent / replenished.	To be in place for 01.04.22.	Pending, completion expected in November.
	<b><u>Car Park Income Pay and Display</u></b>		
R14	The Council should aim to move to cash free parking in the next 12 months, with customers moving to card / phone payment.	A decision to move to a cash free payment system will need Council approval and a communications drive to ensure car park users have sufficient notice of the change.	In progress, completion expected in November.
R15	Work to add payment by phone as an option for car park users should continue. Care should be taken to select an option that works with systems used by the enforcement team. The Place Shaping Manager has commenced scoping work with the enforcement team at CBC.		Pending, completion expected in November.
	<b><u>Car Park Income – Permits</u></b>		
R17	The Council should work with the enforcement team to assess whether it would be possible to move to a virtual parking permit system.	Work with CBC Enforcement Team.	Pending, completion expected in November.
R18	BTC should formalise enforcement arrangements, and a contract or service level agreement established with CBC.		Pending, completion expected in February.
	<b><u>Allotment and Sports Pitch Income</u></b>		
R21	The Council should aim to move as many allotment tenants as possible on to direct debit at next renewal date.	Communication before billing date.	Pending, completion expected in December.
R22	BTC to consider moving allotment records to the RBS Allotment Module and seeking to maximise integration with the Council's Finance system.		Pending, completion expected in December.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
R23	The Council should move football pitch hire on to termly billing arrangements. Overall pitch requirements should be agreed with football clubs before the start of each football season, and a contract signed with the treasurer of each football club. Invoices should then be issued for three payment dates (for example 1 September / 1 January / 1 March) and followed up by BTC staff. This ensures payments are made in advance of use. There should be no refunds for unused hires, although the Council may have discretion to award credit notes in periods of very poor weather.		In progress, completion expected in December.
R24	Ad-hoc pitch hires outside of the main contract must be paid for in advance of the date of the hire.		In progress, completion expected in December.
R25	The Council should ensure that it understands VAT rules in area of sports pitches– No VAT is chargeable when a club is a regular hirer (a series of more than 10 sessions).		Complete.
R26	The Council should aim to move sports club lease payments on to direct debit at next renewal date. The clubs will need to be informed in advance of next rental payment.		In progress, completion expected in December.
	<b><u>Cemeteries</u></b>		
R27	Terms and Conditions on the fees and charges notice for cemeteries should be amended to require payment by bank transfer. This should be implemented immediately for all accounts managed by funeral directors.	Accounts no longer settled by cheque.	In progress, completion expected in December.
R28	The Council should contact RBS to assess whether cemetery receipts can be issued from the accounting system.	Replace manual process.	Pending, completion expected in December.
	<b><u>Internal Audit</u></b>		
R39	The Council should change internal auditor for the 22-23 financial year. Competitive quotes should be sought from internal auditors operating in the Bedfordshire area.	Auditor has not been changed for many years.	In progress, completion expected in November.





**BIGGLESWADE TOWN COUNCIL**  
**Finance and General Purposes Committee Meeting 6<sup>th</sup> September 2022**  
**Unity Trust Bank**

**Implications of Recommendations**

**Corporate Strategy:** FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

**Finance:** Improved banking offer.

**Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environment legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

**Background**

Officers are working towards the switchover of banks happening in the early part of November 2022. The Finance Manager has had numerous telephone conversations with Unity Trust Bank about how the switchover would work, what is needed and when it can be achieved.

**Tasks in progress**

Training

As previously reported, there are comprehensive online tutorials, for which links can be provided. Further training will be provided as a group session in the training room by the Finance Manager. In addition to this, individual support will be offered until Members and Officers are comfortable with the processes.

Collection of required data of future signatories

To ensure that the switch is as seamless as possible, the required personal data and ID of future signatories is being collected. Unity Trust Bank will then perform electronic checks on future signatories.

Desktop provision at the Council

We are in the process of acquiring quotes for a new desktop computer that will sit in the Member's room. This should be in place by the end of September. The desktop can be used for any Members to initially receive any further training and for those who will prefer to attend the offices to process payment authorisations etc.

Debit cards

We need to discuss with Lloyds bank the process for the current account debit card being closed and paid off. We will also require a debit card for Unity Trust Bank that will be under the responsibility of our RFO.

Internal processes

Internal processes are currently being updated to ensure compliance with the Financial Regulations as a consequence of the change in bank. Appropriate authorisations, holiday/sickness cover, paying cash in, ability to still pay by cheque (although very infrequently), payment frequencies are some of the areas currently being discussed. The switchover cannot happen until these are agreed and in place.

### Informing customers of the bank change

We are currently considering how best to do this. Our sales invoices will have the new bank details on as soon these are confirmed. We believe that a further document will be required to highlight to regular customers that bank details have changed to ensure that the correct account is paid into. It is worth noting, that as part of the switchover agreement, banks transfer over errant payments made into the “closed” account directly into the new account for up to 36 months.

### Informing suppliers of the bank change

We will need to obtain confirmed banking details, such as account number, sort code and account name to ensure that we pay the suppliers correctly. The likely method for achieving this will be to imminently create a form to send across to suppliers.

### Personal computer security cover and appropriate anti-virus software

As some Councillors will be using personal computers for the online banking, it is critical that the Council ensures that these machines have appropriate security and anti-virus systems in place. Discussions are currently taking place with our IT support to ensure that this happens. Our IT support have offered to create a document on how to upload “cyber essentials” step-by-step. Beyond this, if Members require further support, then a home visit can be arranged with our IT support company, to ensure satisfactory implementation.

### Consideration of the switchover date

We have been strongly advised by Unity Trust Bank to switchover when there are a few days without any Direct Debits or Standing Orders. This is to ensure the successful payment of Direct Debits and Standing Orders continues without any being missed or failing. Due to the high number of these that the Council has, there are not many days that this leaves for switching over during each month.

### On day one of the account opening

There are going to be outgoing signatories to be removed immediately and some new users to be added for access.

### **Recommendation**

This report is for Members to note.

Rob Youngs  
Finance Manager



**BIGGLESWADE TOWN COUNCIL**  
**Finance and General Purposes Committee Meeting 6<sup>th</sup> September 2022**  
**Cost Reduction and Efficiency Review**

**Implications of Recommendations**

**Corporate Strategy:** FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

**Finance:** Of the £25K identified, £20,554K indicative savings and efficiencies achieved to date. **Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environment legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

**Background**

At the full Council meeting held on the 15<sup>th</sup> March 2022, six items were identified with aspirations of achieving cost savings and efficiencies of about £25K by the end of 2022/23.

This report is to provide an update on the progression of these six items.

**Updates**

<b>Cost saving measure</b>	<b>Status</b>
£4k saving re non-payroll activities	To be cashed
VOIP review, expected saving £3,054	In progress
Renting out of the Old Depot	£7K annual income achieved £3,500 part year effect
S106 monies re place shaping opportunities	In progress, £4K savings to date
Linear Wood, Pocket Park negotiations	In progress
Apollo Gardens negotiations	In progress
Christmas Offer	£6K for potential cashing
<b>Total to date</b>	<b>£20,554K (Indicative)</b>

**In detail**

- 1) The £4,000 saving associated with a critique of non-payroll related vote headings be cashed. This will be progressed during September. The savings are: Fire precautions £600, Equipment Maintenance and Repairs £500, Payroll Bureau Fees £2,400 and Equipment £500.
- 2) The £3,054 saving associated with a review of VOIP be earmarked as a potential saving. Quotes have been received.
- 3) The old depot be rented out in the short-term pending further development. The tenancy offer has been made and agreed on 25/08/22. The lease is currently being drawn up and trade references and credit checks are being processed. The estimated timeline is that the tenant should be in place within six weeks, paying £7K rent, with a part per year effect of £3,500.
- 4) The Council actively draw down S106 monies where relevant and continue negotiations with Central Bedfordshire Council connected to broader place shaping opportunities. About £4K from S106 monies is in the latter stages of negotiation with Central Bedfordshire Council regarding security access at The Orchard Centre.

- 5) The Council actively conclude negotiations around Linear Wood and Pocket Park prior to bringing a report to Council for consideration. This is being negotiated with a potential 25 year lease offered to the Council by Central Bedfordshire Council.
- 6) The Council actively conclude negotiations around Apollo Gardens and other playgrounds prior to bringing a report to Council for consideration. Apollo Gardens is part of 40 possible areas in King's Reach, currently being analysed by Officers with the next stage being legal negotiations.

#### **Further saving identified**

A further saving of just under £6K for Christmas related activities has been successfully negotiated. The Christmas Offer was tendered to a wider supplier base and Officers have achieved sourcing a contractor to provide the Christmas Offer at this significantly lower value.

#### **Recommendation**

This report is for Members to note. An update will be provided at year end.

Rob Youngs  
Finance Manager



**BIGGLESWADE TOWN COUNCIL**  
**Finance and General Purposes Committee Meeting 6<sup>th</sup> September 2022**  
**Original Estimate Planning Cycle 2023/2024 Financial Year**

**Implications of Recommendations**

**Corporate Strategy:** FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

**Finance:** Confirmed Original Estimate Planning Cycle.

**Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environment legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

**Background**

The 2023/2024 Original Estimate planning cycle is attached for Members to note.

**Recommendation**

This report is for Members to note.

Rob Youngs  
Finance Manager

**2023 – 2024 ORIGINAL ESTIMATE PLANNING CYCLE**

<b>Date</b>	<b>Description</b>	<b>Attendees/Officer Lead</b>	<b>Output</b>	<b>Status</b>
<b>Week commencing 5<sup>th</sup> September 2022</b>	Rob to communicate with Central Bedfordshire Council to get deadlines for submission of figures.	Rob Youngs	<b>Clean CBC timetable.</b>	<b>Completed.</b>
<b>Mid-September 2022</b>	RY & HC to produce a clean estimate of staffing costs (NI and Superannuation, projection of annual cost increase, factor in pay and price inflation, revenue incomes for projective revenue for 23/24.	Rob Youngs, Helen Calvert	<b>Clean estimate of Staff costs for 23/24.</b>	
<b>22nd September 2022</b>	22 <sup>nd</sup> Sep HC, PT and RY review staff costs ready for outturn. When agreed, provide DK with a copy. DK will need to know changes for 22/23 and changes for 23/24.	Peter Tarrant, Rob Youngs and Helen Calvert	<b>Staff costs reviewed and provide Derek with a final copy.</b>	
<b>4<sup>th</sup> October 2022</b>	Anish to complete most of Sep accounts. Tracii and Rob to chase and enter as many invoices as possible.	Anish Gurung, Rob Youngs, Tracii Thomson	<b>Complete September accounts as far as possible.</b>	
<b>5<sup>th</sup> October 2022</b>	Derek to provide an outturn for 22/23, as far as possible at this stage but useful enough for management conversations.	Derek Kemp	<b>Indicative outturn 22/23.</b>	
<b>6<sup>th</sup> October 2022</b>	Peter and Rob to review draft outturn produced so far.	Peter Tarrant, Rob Youngs	<b>Indicative outturn 22/23, additions expected.</b>	
<b>7<sup>th</sup> October 2022</b>	Management Meeting to identify 23/24 growth requirements and clean revenue projections. Prior to Management team sitting down RY to work with HC to produce a clean estimate of staffing costs (NI and Superannuation, projection of annual cost increase, factor in pay and price inflation, revenue incomes for projective revenue for 23/24).	Management Team.	<b>Identification of 23/24 growth requirements, revenue projections and staffing budget required.</b>	
<b>11<sup>th</sup> October 2022</b>	Derek to add in last Sep PIs and finalise Sep accounts. Adjustments made to DCK projected outturn for 22/23.	Derek Kemp	<b>DCK projected outturn 22/23.</b>	
<b>11<sup>th</sup> October 2022</b>	Rob and Peter final critique of outturn.	Peter & Rob	<b>Council approved outturn 22/23.</b>	
<b>11<sup>th</sup> and 12<sup>th</sup> October 2022</b>	PGT, DK & RY to create a new draft Original Estimate for 23/24, potentially on Rialtas. Pick up Revenue and Capital Growth. Look at projected outturns and look at proving figures.	Peter, Derek & Rob	<b>23/24 draft budget.</b>	



<b>Late October</b>	Meeting with Senior Members (Mayor, Dep Mayor, Chair of F&GP) to review the draft Original Estimate 23/24. Once they have agreed in principle then a report/paper will need to be created.	Senior Members	<b>Initial sign off from Senior Members and link to corporate aspirations document. Draft report to F&amp;GP.</b>	
<b>First week November</b>	Consultation with broader Members (en masse).	All Members	<b>Broad Member sign off.</b>	
<b>29<sup>th</sup> November 2022</b>	Draft indicative budget reports, with detail presented to F & GP	F & GP	<b>Approved draft indicative budget reports.</b>	
<b>17<sup>th</sup> Jan 2023</b>	Sign off at F&GP Committee.	F & GP	<b>Formal resolution.</b>	
<b>24<sup>th</sup> Jan 2023</b>	Sign off at Council. Confirmed with CBC.	Full Council	<b>Formal resolution.</b>	



**BIGGLESWADE TOWN COUNCIL**  
**Finance and General Purposes Committee Meeting 6<sup>th</sup> September 2022**  
**Finance and General Purposes Work Plan 2022/2023**

**Implications of Recommendations**

**Corporate Strategy:** FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

**Finance:** Finance work plan.

**Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environment legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

**Background**

The Finance and General Purposes Work Plan 2022/2023 is attached for reference.

**Recommendation**

This report is for Members to note.

Rob Youngs  
Finance Manager

**Indicative Work Plan - F&GP Committee**  
**1 April 2022 - 31 March 2023**  
**To be read with The Planning Cycle**

Task No.	Activity or report	Task Name	Responsible Position	Date	Status	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
1	Reports	<b>F&amp;GP Committee Meeting</b>	RFO	15-Mar-22	Complete															
2	Activity	Precept due (50%)	RFO	01-Apr-22	Complete															
3	Report	Accounts received/shared with Council to include outturn - March 22	Finance Manager	24-May-22	Complete															
4	Report	Accounts received/shared with Council to include outturn - April 22	Finance Manager	14-Jun-22	Complete															
5	Report	Bank reconciliation	RFO	28-Jun-22	Complete															
6	Report	Report to Council: Internal Audit Report to Council (from Feb Review)	External Provider	28-Jun-22	Complete															
7	Report	Annual Governance Statement sign-off	RFO	28-Jun-22	Complete															
8	Report	Analysis of significant end-of-year variances	RFO	28-Jun-22	Complete															
9	Reports	Report to Council: Closedown of Accounts	RFO	28-Jun-22	Complete															
10	Reports	Final Internal Audit Report Received	External Provider	28-Jun-22	Complete															
11	Report	Accounts received/shared with Council to include outturn - May 22	Finance Manager	28-Jun-22	Complete															
12	Activity	Details of exercise of Public Rights	RFO	Before 1st July	Complete															
13	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	01-Jul-22	Complete															
14	Report	Council Authorised Signatories	RFO	01-Jul-22	Complete															
15	Activity	Start of External Audit by Mazars	Mazars	01-Jul-22	Complete															
16	Reports	<b>F&amp;GP Committee Meeting</b>	<b>RFO</b>	<b>05-Jul-22</b>	Complete															
17	Report	Report to Council: Internal Audit Report to Council (from June Review)	External Provider	12-Jul-22	Complete															
18	Report	Accounts received/shared with Council to include outturn - June 22	Finance Manager	26-Jul-22	Complete															
19	Report	Bank reconciliation - quarter to 30/06/22	RFO	26-Jul-22	Complete															
20	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	01-Aug-22	Complete															
21	Report	Accounts received/shared with Council to include outturn - July 22	Finance Manager	23-Aug-22	Ready for 13th Sep Full Council															
22	Report	Grant Application Deadline	Finance Manager	31-Aug-22	Complete															
23	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	01-Sep-22	In progress															
24	Report	Report to Committee: First Annual Grant Allocation	Finance Manager	06-Sep-22	Complete															
25	Report	Report to Committee: Financial Risk Management Update	Finance Manager	06-Sep-22																
26	Reports	<b>F&amp;GP Committee Meeting</b>	<b>RFO</b>	<b>06-Sep-22</b>																
27	Report	Accounts received/shared with Council to include outturn - August 22	Finance Manager	27-Sep-22																
28	Activity	Authority publishes notice of conclusion of external audit	RFO	Before 1st October																
29	Activity	Authority publishes any amended AGAR	RFO	Before 1st October																
30	Activity	Authority publishes any amended Accounting Statements	RFO	Before 1st October																
31	Activity	Authority publishes External Auditor Report & Certificate	RFO	Before 1st October																
32	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	01-Oct-22																
33	Activity	Precept due (50%)	RFO	01-Oct-22																
35	Report	Accounts received/shared with Council to include outturn - September 22	Finance Manager	25-Oct-22																
36	Report	Bank reconciliation - quarter to 30/09/22	RFO	25-Oct-22																
37	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	01-Nov-22																
38	Report	Change of Council Bank	RFO	08-Nov-22																
39	Report	Council Meeting: Precept Setting (F&GP Only)	RFO	29-Nov-22																
40	Report	Interim Internal Audit: Council Audit Ltd (dates subject to change)	External Provider	29-Nov-22																
41	Report	Report to Committee: Finance Regulations Review	RFO	29-Nov-22																
42	Report	Examine October formal projected outturn	RFO	29-Nov-22																
43	Report	Proposal to Committee: Proposed Fees & Charges 23/24	Finance Manager	29-Nov-22																
44	Reports	<b>F&amp;GP Committee Meeting</b>	<b>RFO</b>	<b>29-Nov-22</b>																
45	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	01-Dec-22																
46	Report	Report to Council: Internal Audit Report to Council (from November Review)	RFO	13-Dec-22																
47	Report	Accounts received/shared with Council to include outturn - October 22	Finance Manager	13-Dec-22																
48	Activity	Grant Application Deadline	Finance Manager	31-Dec-22																
49	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	03-Jan-23																
50	Report	Accounts received/shared with Council to include outturn - November 22	Finance Manager	10-Jan-23																
51	Report	Final draft 23/24 budget to F & GP (include reserves position)	RFO	17-Jan-23																
52	Report	Report to Committee: Second Annual Grant Allocation	Peter Tarrant	17-Jan-23																
53	Report	<b>F&amp;GP Committee Meeting</b>	<b>RFO</b>	<b>17-Jan-23</b>																
54	Report	Accounts received/shared with Council to include outturn - December 22	Finance Manager	24-Jan-23																
55	Report	Bank reconciliation - quarter to 31/12/22	RFO	24-Jan-23																
56	Report	<b>Council - Formal 23/24 budget sign off</b>	<b>RFO</b>	<b>24-Jan-23</b>																
57	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	01-Feb-23																
58	Report	Interim Internal Audit: Council Audit Ltd (dates subject to change)	External Provider	14-Feb-23																
59	Report	Accounts received/shared with Council to include outturn - January 23	Finance Manager	28-Feb-23																
60	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	01-Mar-23																
61	Report	Report to Council: Internal Audit Report to Council (from Feb Review)	External Provider	14-Mar-23																
62	Report	<b>F&amp;GP Committee Meeting</b>	<b>RFO</b>	<b>21-Mar-23</b>																
63	Report	Accounts received/shared with Council to include outturn - February 23	Finance Manager	28-Mar-23																
64	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	01-Apr-23																
65	Report	Accounts received/shared with Council to include outturn - March 23	Finance Manager	25-Apr-23																
66	Report	Bank reconciliation - quarter to 31/03/23	RFO	25-Apr-23																
67	Activity	Consider any necessary virements (if required paper to F & GP or Council depending on urgency)	RFO/Finance Manager	01-May-23																
68	Activity	Review/approval of bank mandate at Annual Statutory meeting	RFO/Finance Manager	09-May-23																