

**CALDICOT TOWN COUNCIL**

**FINANCE COMMITTEE**

**WEDNESDAY 12<sup>TH</sup> JUNE 2024**

**Agenda item no: 5**

**Terms of Reference**

Members are asked to consider draft terms of Reference for the Finance Committee and agree the way forward.

1. The Committee to meet every six weeks and to comprise of up to eight Councillors plus the Town Mayor or Deputy Town Mayor as ex-officio
2. To monitor the finances of the Council including the Annual Budget. All Finance paperwork will be placed on the agenda of the monthly meeting of full council for approval
3. Once each Standing Committee has considered the items relevant for inclusion in the annual budget discussion the Finance Committee will consider the budget and precept and make a recommendation to Council
4. To undertake a regular review of the banking and investment arrangements
5. To make recommendations on fees and charges in relation to the Town Council building, recreation facilities and buildings and any charges as necessary
6. To consider the schedule of debtors and any action which may need to be taken to recoup the debt if required
7. To consider any matters referred from other Committees and Full Council to the Finance Committee

**CALDICOT TOWN COUNCIL  
FINANCE COMMITTEE MEETING  
WEDNESDAY 12<sup>TH</sup> JUNE 2024**

**Agenda item no.: 6**

**Wages signing**

**Background**

Members are corporately responsible for all aspects of the Town Council finances and one of those is the confirmation of the wages of the staff.

**Information**

To ensure that all Members are responsible for the confirmation of the wages of the staff there should be a collaborative approach to signing the paperwork for this on a monthly basis to confirm acceptance. The total for the staff wages needs to be agreed by Full Council as part of the payments made but not the exact amounts to paid to staff, HMRC and pensions.

**Way Forward**

Members are asked to agree to the setting up of a rota to include all Councillors, two per month, to come into the office and sign off the wages of the staff.

**CALDICOT TOWN COUNCIL**  
**FINANCE COMMITTEE MEETING**  
**WEDNESDAY 12TH JUNE 2024**

**Agenda item no.: 7**

**Scrutiny by Members**

**Background**

Members agree to the payment of invoices, direct debits and standing orders at each Full Council meeting as part of the business of that meeting.

**Information**

While Full Council agree to the payment of invoices, direct debits and standing orders at each Full Council only three Town Councillors are signatures on the bank account and one to sign off the Bank Reconciliation each month.

In a Town Council of this size, it is recommended that you have a large number of members available to have access to the online bank account (for payments only) and are able to sign cheques or other paperwork related to payments or the bank if needed.

Members are corporately responsible for finances of the Town Council, and it is recommended that more Councillors become involved in the signing and confirmation of the accounts.

The paperwork created by Edge which gives the monthly Income and Expenditure figures, the Bank Reconciliation and the invoices, direct debit's and standing orders should be signed by Members on a monthly basis as an audit type process.

**Way Forward**

Members are therefore asked to consider:

- i) Having more Councillors as bank signatures – this will mean that there will be more choice as to who signs off the payments online therefore sharing the responsibility among the council
- ii) Set up a monthly rota for all Councillors, two per month, to come into the office and sign the monthly paperwork checking invoices against orders and delivery notes
- iii) That on a quarterly basis two councillors carry out a spot check (mini-internal audit) of the accounts – being able to ask for any information accounts based to check e.g. orders, delivery notes, invoices, payments, minute where a finance decision is made etc and scrutinise the process followed