



Broadstairs & St Peter's Town Council

20 July 2022

To: Cllrs B Bayford, J Bayford, R Binks, RK Binks, Buckley, Garner, D Saunders and M Saunders

You are summoned to a meeting of the **Finance & General Purposes Committee** to be held on **Monday 25 July 2022 at 7pm in the Mayor's Parlour at Pierremont Hall.**

Kirsty Holroyd
Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
To receive from members of the Council and the Town Clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16th July 2012.
- 3. OPENESS AND TRANSPARENCY**
To remind those present of the right to record, film or broadcast any meetings of the Council, committees and subcommittees following the Local Government Audit and Accountability Act 2014.
- 4. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**
To approve the minutes of the meeting held on the 27 June 2022.
- 5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 6. RESERVES POLICY**
 - i) To receive the draft policy and consider the reserves for 2022-23
 - ii) To receive the agreed 2022-23 budget to assist the process
- 7. BUDGET AND ACCOUNTS**
 - i) To receive the bank reconciliation for the first quarter of 2022-23
 - ii) To analyse in detail the costs code Staff Costs
- 8. REVIEW OF SCRIBE ACCOUNTANCY AND BOOKING SOFTWARE**
 - i) To receive the report of the Finance Officer
 - ii) To receive comments from SCRIBE
 - iii) To receive comments from the Independent Internal Auditor

- iv) To receive the report of the Events and Bookings Manager
- v) To receive a summary from the Town Clerk

9. GRANTS

To receive the current guidelines and application form and consider whether they are acceptable for use for the 2023/24 year process.

10. DATE OF THE NEXT MEETING Monday 26th September 2022 at 7pm.