



Meeting (No)

Finance & Administration Committee (6)

Time & Date

6pm Tuesday 15th April 20025

Place

Neston Town Hall

Document

Minutes

Present: Cllrs C. Braithwaite (Chair), S. Hudspeth, S. Jones, P. Kynaston and D. Ruscoe.

In attendance: Z. Dean (Locum Chief Officer).

PART 1: Items considered in the presence of the press and public	
51	Apologies for Absence
	Cllr Adderley – Prior engagement (conference). RESOLVED: To accept the apologies from Cllr Adderley. Cllr S. Wastell was absent.
52	Public Participation
	No members of the public were present.
53	Declarations of Interest
	None received.
54	Minutes of the Last Meeting
	RESOLVED: To accept the minutes from the meeting held on 18/02/2025 as an accurate record of that meeting. The Chair duly signed the minutes.
55	Committee Accounts Months 10-11
	A query was raised regarding the insurance costs. The Chief Officer clarified that the insurance bill is paid each year in January and costs are apportioned across the two financial years. It was confirmed that the remaining Mayor's Allowance would be donated at the Mayor's discretion. RESOLVED: To approve the budget and EMRs, as presented. RESOLVED: To transfer the remaining ICT budget into an EMR, along with £1,000 from the Contingency Fund (4099) for the purpose of a new server and updating councillor email addresses. RESOLVED: To transfer the remaining Mayor's Allowance to an EMR. It was noted that there was still one month of expenditure for ICT to allow for.
56	Finance
a	RESOLVED: To approve expenditure of £62,359.51 net from the Council's current account authorised by the RFO from 01/01/25 to 28/02/25, and Equals card payment of £786.05 net from 01/01/25 to 28/02/25.
b	RESOLVED: To note the current account income of £14,273.32 net from 01/01/25 to 28/02/25.
c	RESOLVED: To agree the reconciliation of the Council's three bank accounts to 28/02/25.
57	CIL Update

Initial:

Date:

a	Members queried from which local developments the 2024/25 CIL funds had originated. It was noted that the recently received funds will not yet be showing in the accounts package. The Chief Officer will email the CIL team at Cheshire West & Chester Council to seek clarification and to request a breakdown of funds received. RESOLVED: To receive the CIL update.
b	The updated table was noted.
58	Rialtas Account Package Invoices 2025/26
a	RESOLVED: To approve the £706.80 invoice for Omega Cashbook Annual Support and Maintenance Licences for 2025/26.
b	RESOLVED: To approve the £566.40 invoice for Bookings Software Annual Support and Maintenance Licence for 2025/26.
c	RESOLVED: To approve the £139.20 invoice for invoice for Making Tax Digital for VAT Submission Annual Subscription for 2025/26.
59	Waste Management Supplier Correspondence
	A member queried the volume of waste bins being used for collections. The Chief Officer explained that in order to keep rising costs down the Town Hall bin collections had now been reduced from weekly to fortnightly. The Chief Officer informed committee that laws regarding waste in the workplace changed on 1 st April 2025, however, the Town Hall would not be impacted until 2027 due to number of employees. Plastic and paper waste is already separated into specific bins on site. The letter detailing the price increases was noted.
60	Date of Next Meeting
	It was noted that the next scheduled meeting of the F&A Committee will be determined at the Annual Council meeting on 20/05/25. The Chair thanked her fellow councillors for their support and help over the past year. The committee thanked the Chair in return.

The meeting closed at 6.25pm.

Signed _____ Date _____