



Meeting (No) **Finance & Administration Committee (2)**
Time & Date **6pm Tuesday 30th September 2025**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllrs C. Braithwaite, S. Davies, S. Hudspeth, S. Jones, P. Doughty and D. Ruscoe.

In attendance: Z. Dean (Locum Chief Officer)

PART 1: Items considered in the presence of the press and public	
9	Election of Vice Chair
	The Chair requested nominations for Deputy. Following a proposal, It was RESOLVED: To elect Cllr David Ruscoe as the Vice Chair of F&A.
10	Apologies for Absence
	Cllr P. Kynaston was absent.
11	Public Participation
	No members of the public were present.
12	Declarations of Interest
	None received.
13	Minutes of the Last Meeting
	It was RESOLVED: To accept and sign the minutes from the meeting held on 03/06/2025 as an accurate record of that meeting.
14	Committee Budgets 2025/26
	<p>A councillor queried budget 4064 'Subscriptions'. The amount includes a journal which is yet to be done, this will bring the total down to within budget. It was agreed to continue to monitor this.</p> <p>A question was asked regarding the yet to be invoiced £5,000 from CWaC for the Chicane at Ness dating back to 2022. Members requested that when the Finance Manager chases this invoice that a 'to be received by' date is supplied. The committee asked the Locum Chief Officer to obtain information from the Council's internal auditor regarding unspent CIL in these circumstances.</p> <p>The retiring Mayor's EMR (340) budget is due to be divided between three charities; the RFO is awaiting details of the final payee in order to complete payments.</p> <p>It was RESOLVED: To receive the committee budget statement and EMRs.</p>
15	Finance
a	It was RESOLVED: To approve expenditure of £85,106.41 net from the Council's current account authorised by the RFO from 01/06/25 to 31/08/25, and Equals card payment of £1,191.08 net from 01/06/25 to 31/08/25.
b	It was RESOLVED: To note the current account income of £17,853.24 net from 01/06/25 to 31/08/25.
c	It was RESOLVED: To agree the reconciliation of the Council's three bank accounts to 31/08/25.
16	Pay Award 2025/26

Chair's initial:

Date:

	It was RESOLVED: To accept the Pay Award 2025/26.
17	ICT Breakdown
a	<p>The Chair noted that hardware costs had been queried and was satisfied. A lot of IT support had been required for the first part of the year due to installation of the new server and implementation of new councillor emails. Members also noted that councillors not contacting the Council's IT consultant directly had resulted in savings. Staff have also reduced emails and combine less urgent IT requests, where possible.</p> <p>It was RESOLVED: To receive the ICT breakdown report from February – June 2025.</p>
b	It was RESOLVED: To continue receiving the ICT breakdown report on a quarterly basis.
18	Date of the Next Meeting
	Committee noted that the date of the next scheduled meeting is 11/11/2025 at 6pm for budget preparation purposes.

The meeting closed at 6.17pm.

Signed _____ Date _____