

PRESENT:

Councillors: R Bird, T Wallace, N Mees, F Purdue-Horan, A Shelton, E Georgiou and N Jejna

Officer: J Riddle (Town Clerk)

Members of the Public: 1 Including Councillor W Stapleton

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted by Councillor M Stockwood. Councillor A Shelton was noted as a substitute member.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

3. **MINUTES**

The minutes of 24 October 2023, Folios 10114 to 10116 were taken as read, approved and signed by the Chairman as a correct record.

4. **OUTSTANDING DECISIONS AND AGREE FURTHER ACTIONS**

The updated list of outstanding and completed actions was noted.

5. **ACCOUNTS PAID REPORT TO 30 NOVEMBER 2023**

RECOMMEND: that the accounts paid report of £94,854.86 be approved.

6. **BANK RECONCILIATIONS**

The reconciliation reports to 31 October 2023 and 30 November 2023 were presented and it was agreed to

RECOMMEND: approval of the reconciliation reports.

7. **Q2 BUDGET TO ACTUALS TO 30 NOVEMBER 2023**

The Q2 budget to actuals report was noted by the committee with no queries raised.

8. **THREE YEAR RESERVES PLAN**

The updated three year reserves plan was noted by the committee and would be further considered as part of item 9.

9. **BUDGET FOR YEAR ENDING 31 MARCH 2025**

The draft budget for the year ending 31 March 2025 was considered in detail and queries on the increase in some codes were raised and discussed. The committee considered the budget report including uncosted and potential projects that were yet to included in the three year reserves plan. The amount required for maintenance to the Old Court House was also considered. It was agreed to:

RECOMMEND: approval of the draft budget.

10. **PHOTOCOPIER LEASE RENEWAL**

The committee noted that a lease contract had been selected for a new 5 year photocopying contract.

11. **CORRESPONDENCE**

No correspondence received.

The meeting closed at: 8:17pm

.....CHAIRMAN

Date:

RECOMMENDATIONS:

- The accounts paid report of £94,854.86 be approved.
- Approval of the reconciliation reports to 31 October and 30 November 2023
- Approval of the draft budget.