



DURRINGTON TOWN COUNCIL
COUNCIL OFFICE, VILLAGE HALL, HIGH STREET, DURRINGTON, SP4 8AD
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Councillors nominated to the **Finance and HR Committee** are hereby summonsed to attend the following meeting. Please inform the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Finance and HR Committee

DATE & TIME: Thursday 18th July 2024 at 6pm

PLACE: Robinson Room, Village Hall, High Street, Durrington, SP4 8AD

This is a meeting in public, not a public meeting. If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email clerk@durringtontowncouncil.gov.uk or phone 01980 654772. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you may have.

J Tudor – Clerk to the Council

Date 12.07.2024

Public Meeting

6.00pm Public Question time

This section (at the Chairmans discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 as amended by the LG Act 1972 s 100.

AGENDA

1. APOLOGIES
2. DECLARATION OF INTERESTS
3. ADDRESS BY CHAIRMAN
4. CONSIDER 1ST QUARTERS ACCOUNTS
5. ACKNOWLEDGE VAT RETURN
6. CONSIDER QUOTES
7. NEW FINANCIAL REGULATIONS
8. QUOTE RECORDING
9. CAPITAL SPENDING CONTROL
10. AUTHORISE EXPENDITURE
11. CONFIDENTIAL BUSINESS
12. MEETING DATES

1. Apologies for Absence.

To approve any apologies received

2. Declarations of interest.

To receive members declarations of interest in matters on the agenda.

3. Address from the Chairman.

Chairman to outline the purpose and terms of reference of the committee.

4. Consider and approve the Accounts for the first Quarter.

The accounts have been circulated and issues should be reported to the Clerk prior to the meeting.

5. Approve VAT return.

To acknowledge and approve the VAT return for the 1st Quarter.

6. To consider any available quotes requiring Finance Committee approval.

The quotes, if any, will be circulated prior to the meeting.

7. To consider the new NALC model financial regulations.

The new regulations are different and require consideration, the document was circulated prior to the meeting for members to consider and decide how to utilise.

8. To consider Quotes and Estimate procedure

To have an in-place record to show how the quotes are requested and a recording system and an informal arrangement with local traders who look after the maintenance of the facilities.

9. To consider Capital spending control.

When looking at budget items for capital expenditure there should be in place documentation to support spending in the form of an expenditure plan.

10. To consider authorisation of expenditure

To look at any requests for expenditure before the committee.

11. Confidential Business.

To move into Confidential Business under section 100 (4) of the Local Government Act 1972 to discuss the next items on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

12. Meeting dates.

To set the meeting dates for the committee for the rest of the financial year