

Forward Plan 2021

To ensure continued effective management of the Finance & Establishment Committee, this Forward Plan creates a formal structure for consideration of business and policy matters. In this respect “**business**” is defined as the ordinary financial matters, including reporting and accountability of the Town Council’s finances. “**Policy**” is defined as those matters which provide principles or statements of intent for future Council projects or consideration.

Month	Type of Business	Focus	Previously Approved (PA) or Proposed (prop)
January 2021	Policy	Income streams and business plan for the Tourist Information Centre (TIC)	PA
February 2021	Business	Review of Covid-19 budget	PA
March 2021	Policy	Medium Term Financial Strategy (MTFS)	PA
April 2021	Business	This will include consideration of draft yearend figures	PA
May 2021	Policy	Update on business plan and progression of opportunities for the TIC (2 nd session)	Prop (amended from PCSO review to TIC)
June 2021	Business	To include internal audit report	PA
July 2021	Policy	Review of PCSO funding (1 st session)	Prop (changed from May to July)
August 2021	No meeting		
September 2021	Business	Review of MTFS	Prop
October 2021	Policy	Review of PCSO funding	Prop
November 2021	Business	Draft budget for 2022/23	Prop
December 2021	Policy	Update on business plan and progression of opportunities for the TIC	Prop

See Notes overleaf regarding continuation of business matters on a monthly basis

The foregoing will form part of the ordinary conduct and considerations of the Finance & Establishment Committee meetings:

1. **The following items will be considered monthly** (whether the meeting is of a “business” or “policy” nature), to ensure continued good governance and audit of the Town Council’s finances:

- Authorisation of Invoices for payment
- Authorisation of invoices already paid in the month
- Bank reconciliation statement with supporting statements

2. **Business meetings to be held bi-monthly and will further consider:**

- Profit & Loss Account for TIC
- Cash Book – showing all income and expenditure for the previous ended month
- Income report, broken down by budget code – year to date including comparison of income year to date against the previous year
- Committee Hi-Light Reports

These items will not be considered monthly but bi-monthly at the “business” meetings.