

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
December 2021	Policy	<ul style="list-style-type: none"> • Update on business plan and progression of opportunities for the TIC • Equality Policy • Grants Policy • Domestic Abuse Policy
December 2021 or poss January 2022	Business	Review of final budget for 2022/23, in anticipation that Band D numbers will be known
February 2022	Policy	5-year budget review
March 2022	Business	Reconciliation of year end
April 2022	Policy	Update on business plan and opportunities for TIC
May 2022	Business	TBC
June 2022	Policy	Review of first draft of commercial strategy (as per Min Ref F & E 121-21 Nov 2021)

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 and 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
- Committee Hi-Light Reports
- These items will not be considered monthly but bi-monthly at the “business” meetings.