

## Forward Plan 2022

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
July 2022	Policy	Final report from the Grants Working Group (c/fwd June)
August 2022	Recess	No Meeting
September 2022	Business	budget Review of TIC work / Resourcing Levels
October 2022	Policy	Focussed 6-monthly review of 2022/23
November 2022	Business	Draft Budget for 2023/24
December 2022	Policy	Income generation

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.