

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
November 2022	Business	Draft Budget for 2023/24
December 2022	Policy	Policies
January 2023	Business	Estimated year end income and expenditure
February 2023	Business	Tourist Information Centre Update
March	Business	Draft Year end return
April	Business	Year-end return Financial Administration for year ending 2023/24

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.