

Forward Plan 2023/24

To ensure continued effective management of the Finance & Establishment Committee, this Forward Plan creates a formal structure for consideration of matters under the control and jurisdiction of the Finance and Establishment Committee.

Month	Focus
May 2023	Review of AGAR annual return for recommendation to Full Council
June 2023	<ul style="list-style-type: none"> a) Appointment of internal auditor for 2023/24 including terms of reference and scope of works b) TIC Quarterly update report (period Feb-May 2023)
July 2023	TBD
September 2023	<ul style="list-style-type: none"> a) Establishment of Budget Working Group (Full Council) b) TIC Quarterly update report (period June-August 2023) c) TIC Annual update report with review of business plan
October 2023	Review of internal auditor's 6 monthly report
November 2023	Review of 1 st draft budget for 2024/25
December 2023	<ul style="list-style-type: none"> a) Review of proposed budget for 2024/25 and recommendation of same to Full Council b) TIC Quarterly update report (period September-November 2023)
January 2024	Review of the Town Council's grant process, acknowledging a policy change in July 2022
February 2024	TBD
March 2024	<ul style="list-style-type: none"> a) Review of internal controls, policies and risk assessments for prudent financial management for 2024/25 b) Appointment of internal auditor for 2024/25
April 2024	Reconciliation of year end documents and review of carry forwards for y/e 2023/24
May 2024	Review of AGAR annual return for y/e 2023/24