30 January 2024

Dear Councillor

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING – TUESDAY, 6 FEBRUARY 2024

YOU ARE SUMMONED to a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held at **7.15 pm on Tuesday, 6 February 2024 by WebEx video conferencing** (*The Local Authorities (Coronavirus) (Meetings) (Wales) Regulation 2020)* in order, to complete the transaction of the following business

No recording, broadcasting or photographs may be taken of the meeting without prior approval of the Town Council.

Yours sincerely,
Tracey Brown
Town Clerk

AGENDA

1. APOLOGIES

2. MINUTES

the Minutes of the meeting held on Tuesday 28 November 2023 be confirmed as a correct record and signed by the Chairman.

3. CODE OF CONDUCT – DECLARATION OF INTEREST

Members are reminded of their responsibility to declare any personal interest or prejudicial interest which they may have in any item of business on the agenda no later than when that item is reached.

4. FINANCIAL RISK ASSESSMENT – 2023-24

Members are asked to consider the financial risk assessment for 2023-24 in preparation for the 2023-24 audit process.

RECOMMENDATION TO COUNCIL:

Council be asked to approve the Financial Risk Assessment for financial year 2023-24.

Tracey Brown, Town Clerk, Saltney Town Council, Suite 15, Riverside House, River Lane, Saltney, Flintshire, CH4 8RQ. **Tel:** 01244 398829 **Email :** TownClerk@SaltneyTownCouncil.gov.uk

5. FIXED ASSET REGISTER - 2023-24

Members are asked to consider the fixed asset register for 2023-24 in preparation for the 2023-24 audit process.

RECOMMENDATION TO COUNCIL:

Council be asked to approve the Fixed Asset Register for the financial year 2023-24.

6. INTERNAL AUDIT - ACTION PLAN

To consider the recommendations of the internal auditor's report and continue to work on the action plan.

The Clerk will brief Members on any updates to the report.

RECOMMENDED: That

the Finance and General Purposes Committee continue to work on the action plan and make recommendations to Council prior to the interim audit taking place.

7. CCLA FACTSHEETS - NOVEMBER 2023

Attached.

RECOMMENDED: That

the CCLA factsheet be noted.

8. APPOINTMENT OF INTERNAL AUDITOR

The Clerk will update members.

9. ACCOUNTS

In accordance with one of the instructions from the Internal Auditors, that members receive a copy of both Bank Reconciliation reports *(for signature)* and the Cashbook to enable members to contribute to the fiscal management of the Council.

RECOMMENDED: That

the accounts be noted and any comments and or recommendations be made to the Council meeting on 14 February 2024.

***Please note that members of the press and public are welcome to attend the meeting by prior arrangement with the Town Clerk and Responsible Financial Officer on 01244 398829 or email: townclerk@saltneytowncouncil.gov.uk* for a link to the meeting.**

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