#### MORLEY TOWN COUNCIL

#### EXTRAORDINARY MEETING OF

#### FINANCE, GENERAL PURPOSES & STRATEGIC COMMITTEE

####  WEDNESDAY, 5th JULY 2023

1. To record attendance

Cllrs O. Newton (Chair), S.Kimberley, J.Senior,J.Sanders, J.Aveyard,

Cllr D.Harrison joined the meeting after the start

1. To receive apologies for absence given in advance of the meeting
2. Apology received from Cllr Shires
3. To consider the approval of reasons given for absence

Approved by the committee

1. Declarations of Disclosable Pecuniary and Other Interests

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members’ Code of Conduct. Also to declare any other significant interests which the member wishes to declare in the public interest, in accordance with paragraphs 19 to 20 of the Members’ Code of Conduct

Cllrs Newton and Senior declared they were members of Leeds City Council

1. To consider a report on first quarter financial outturn and agree any actions

The Chair reported on the recommendations of audit and accountancy, and other financial matters which therefore require review of the budget approved in April

Following a detailed debate it was proposed and agreed and referred to Full Council for their approval that the following cost codes were adjusted to become

4021 Employment Costs £55,000.00

4207 Town Centre Management £5,000.00

4210 Major Projects £40,000.00

4293 St George’s Tournament £7,500.00

4290 Morley Organisations £5,000.00

4373 Community Cleaning £5,000.00

6 Revision of Standing Orders and Financial Regulations

Following approval; by the full council on 17 May 2023 the committee will considered and approved amendments and revisions to Standing Orders and other policies and agreed

1. Financial Regulations

(4) Budgetary Control and authority to spend

 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by

 The Council for all items over £5,000.00

 A duly constituted and delegated committee of the council for items over £1,000

The Clerk/RFO in consultation with the Chair of the Council or Chair of the appropriate committee for items below £1,000

Such authority is to be evidenced by a minute from the council or committee which sanctioned the payment or by an authorisation slip duly signed by the Clerk/RFO and where necessary by the appropriate Chair

1. Adopted a revised Town Council Documents and Records Retention Policy
2. The formation and composition of the Civic Duties Working Group Who were to devise their Terms of Reference and responsibilities and submit for consideration
3. To adopt a revised Code of Conduct

7 To approve the policy for future financial approvals

When an application is made for funding for an event , project or celebration a committee will

a) Receive quote/grant application/business plan/deposit in advance

b) Agrees what budget item it comes from and (with the exception of Community Support Committee )

c) Then any invoice is approved after the event

Budgetary Control and authority to spend

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by

The Council for all items over £5,000.00

A duly constituted and delegated committee of the council for items over £1,000

The Clerk/RFO in consultation with the Chair of the Council or Chair of the appropriate committee for items below £1,000

Such authority is to be evidenced by a minute from the council or committee which sanctioned the payment or by an authorisation slip duly signed by the Clerk/RFO and where necessary by the appropriate Chair

 8 Date and Time of Next Meeting Wednesday 26 July 2023