



AYLESBURY TOWN COUNCIL

Town Hall, 5 Church Street, Aylesbury, Bucks, HP20 2QP
Town Clerk/CEO: Keith Gray JP, FSLCC

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6 November 2024

To: **Members of the Finance Committee**

Councillors A. Christensen (Chairman), T. Dixon, R. King, P. Koya, R. Lloyd,
N. Mehta, A. Sherwell

Dear Councillors,

You are hereby summoned to attend a Meeting of the Finance Committee, which is to be held on **Wednesday 13 November 2024 at 7pm** in the Council Chamber, Town Hall, 5 Church Street, Aylesbury.

Members are reminded that if they are unable to attend, they can send a substitute.

A maximum of fifteen minutes will be allocated at the beginning of the meeting when members of the public are invited to address the Committee.

Yours sincerely

Keith Gray

Keith Gray, JP
Town Clerk/CEO



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TOWN COUNCIL

Finance Committee Agenda - Wednesday 13 November 2024

1. Apologies for Absence

To receive and note apologies for absence

2. Declarations of Interest

To declare any personal or prejudicial interests

3. Minutes of Meeting held on 12 June 2024

To agree and sign as a true record the Minutes of 12 June 2024.

4. Matters arising from the minutes

Officers are to report on any matters arising from the Minutes of the above meeting or on actions taken.

5. Budget Monitoring and Cash Books

To consider the cash books and bank reconciliation for Month 6 (September 2024) and to review the budgetary position to September 2024 and report to Town Council, as appropriate.

6. Reserve Levels

To review the Council's general reserves. Please refer to monthly finance report and earmarked reserves report.

7. Policy Review

a) Committee to review, note, and agree, to the policies mentioned below, by way of administrative matters and annual review (no changes).

- ATC POL 67 Risk Management Policy
- ATC POL79 Corporate Charge Cards

b) Committee to review, note, and agree, various changes (see attached documents showing tracked changes) to the policies by way of administrative matters, government changes and annual review.

- ATC POL56 Investment Policy
- ATC POL60 Petty Cash Policy

8. New Aylesbury Town Matters print supplier

To note the officer report and approve the use of Supplier C to provide print and production services for the Aylesbury Town Matters magazine.

9. Annual Precept and Budget 2025/2026

To receive and consider the draft 2025/26 annual budget and Precept and make recommendations to Full Council, as appropriate.

10. Public Sector Deposit Fund

To note the information received from the CCLA about the Public Sector Deposit Fund.

11. Public Sector Deposit Fund - Signatory Change

To remove Barbara Russel, Michael Smith and Mark Broughton as authorised signatories for the CCLA - Public Sector Deposit Fund. To approve Keith Gray, (Town Clerk), Adil Iftakhar (Deputy Town Clerk) and Deborah Cole (Senior Finance Officer) as authorised signatories to the CCLA - Public Sector Deposit Fund and complete the attached mandate form.

12. Date of Next Meeting

To note the date of the next meeting is scheduled for 7pm on Wednesday 8 January 2025 in the Council Chamber.

Exclusion of the public from meetings for confidential items of business

To exclude the public (including the press) from a meeting of the Council, it is necessary for the following proposition to be moved and adopted “that, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting for item number(s), which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) as indicated”

Notes on members’ interests

Disclosable Pecuniary Interests

(1) Members are required to declare any disclosable pecuniary interest and, unless the member has obtained a dispensation, he or she cannot discuss or vote on the matter at the meeting and must leave the room whilst the matter is being debated or voted on.

(2) A member has a disclosable pecuniary interest if it (a) relates to him or her, or (b) is an interest of - (i) the member’s spouse or civil partner; or (ii) a person with whom the member is living as husband and wife; or (iii) a person with whom the member is living as if civil partners and the member is aware that the other person has the interest.

(3) Disclosable pecuniary interests include - (a) any employment or profession carried out for profit or gain; (b) any financial benefit received by the member in respect of expenses incurred carrying out his or her duties as a member (except from the Council); (c) any current contracts with the Council; (d) any beneficial interest in land/property within the Council's area; (e) any license for a month or longer to occupy land in the Council's area; (f) any tenancy where the Council is landlord and the member (or person in (2)(b) above) has a beneficial interest; (g) a beneficial interest (above the specified level) in the shares of anybody which has a place of business or land in the Council's area.

Other Interests

(4) If a member has a non-disclosable pecuniary interest or a non-pecuniary interest, he or she is required to declare that interest and is obliged to leave the meeting for consideration of the specific agenda item.

(5) A member has a non-disclosable pecuniary interest or a non-pecuniary interest where - (a) a decision in relation to the business being considered might reasonably be regarded as affecting the wellbeing or financial standing of the member or a member of his or her family or a person with whom the member has a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which the member has been elected or otherwise of the authority's administrative area, or (b) it relates to or is likely to affect any of the descriptions referred to above but in respect of a member of the councillor’s family (other than specified in (2)(b) above) or a person with whom the member has a close association and that interest is not a disclosable pecuniary interest.