

FINANCE AND SCRUTINY COMMITTEE | AGENDA

Date: 5 September 2023

Time: 10.00 - 13.00

Location: Zoom

Please could you ensure to join the meeting at 9.45 in order to start the meeting promptly at 10.00 a.m.

1. Apologies for absence

- 1.1. That apologies are noted.

2. Minutes of the previous meeting and matters arising [10.00 – 10.15]

- 2.1. To approve the minutes of the meeting held on 27 June 2023 and to note any matters arising not covered elsewhere on the agenda. (See appendix 2.1.)
- 2.2. To welcome Cllr Mike Scott into the committee.
- 2.3. To note that Cllr Tony Howard has stood down from the committee.

NB: If members have any comments on the accuracy of the draft minutes, please contact Farhana at nalcccommittees@nalc.gov.uk before the meeting.

3. Year-end accounts [10.15- 11.00]

- 3.1. To receive the audited year - end accounts for the 2022/23 financial year from Stephen Sampson, Partner at Milton Avis Auditors and sign off by the vice-chair (finance). (See Appendix 3.1).

4. Accounts [11.00 - 11.40]

- 4.1. To receive reports from the head of finance and administration. (See appendix 4.1.)
- 4.2. To receive the quarterly management accounts for the three months ended 30 June 2023. (See appendix 4.2.)
- 4.3. To receive a trading update on quarter two for July and August 23, indicating any positive or negative trends on payroll etc.
- 4.4. To note any significant spending approvals or plans. (Verbal update)

4.5. To note any significant income updates. (Verbal update)

Break [11.40 - 11.55]

5. Budget [11.55 – 12.15]

5.1. To receive the NALC budget for 2023/24 and for the plan years 2024/25 and 2025/26 including the recommendation to this year's AGM of an affiliation fee proposal for 2024/25 of a 3% increase, as per budget plans.

6. Bank matters [12.15 – 12.25]

6.1. To review current bank arrangements, bank balances and deposits. (Verbal update)

7. County association debtors [12.25 – 12.30]

7.1. To receive an update on county association debtors from the head of finance and administration indicating action taken on late payments. (see appendix 7.1.)

8. Update General Data Protection Regulation [12.30 - 12.35]

8.1. To receive an update on breaches and/or near misses. - none to report.

9. NALC risk register/scrutiny [12.35 - 13.00]

9.2. The future scrutiny role of the Finance and Scrutiny Committee. - To have an initial discussion on how the committee would like to see its scrutiny role developed and separated from finance, whilst clarifying the extent of the role e.g., should it extend further than financial scrutiny?

9.2 To note that the risk register is under review.

10. Date and time of next meeting [13.00 - 13.00]

To note the next meeting of the Finance and Scrutiny Committee will be held on 14 November 2023 via Zoom.