

Forward Plan 2021

To ensure continued effective management of the Finance & Establishment Committee, this Forward Plan creates a formal structure for consideration of business and policy matters. In this respect “**business**” is defined as the ordinary financial matters, including reporting and accountability of the Town Council’s finances. “**Policy**” is defined as those matters which provide principles or statements of intent for future Council projects or consideration.

Month	Type of Business	Focus
November 2021	Business	
December 2021	Policy	<ul style="list-style-type: none"> • Update on business plan and progression of opportunities for the TIC • Equality Policy • Grants Policy • Domestic Abuse Policy
January 2022	Business	Review of final budget for 2022/23, in anticipation that Band D numbers will be known
February 2022	Policy	Medium Term Financial Strategy
March 2022	Business	Reconciliation of year end
April 2022	Policy	Update on business plan and opportunities for TIC

The foregoing will form part of the ordinary conduct and considerations of the Finance & Establishment Committee meetings:

1. **The following items will be considered monthly** (whether the meeting is of a “business” or “policy” nature), to ensure continued good governance and audit of the Town Council’s finances:
 - Authorisation of Invoices for payment
 - Authorisation of invoices already paid in the month
 - Bank reconciliation statement with supporting statements

2. **Business meetings to be held bi-monthly and will further consider:**
 - Profit & Loss Account for TIC
 - Cash Book – showing all income and expenditure for the previous ended month
 - Income report, broken down by budget code – year to date including comparison of income year to date against the previous year
 - Committee Hi-Light Reports
 - These items will not be considered monthly but bi-monthly at the “business” meetings.