

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
September 2021	Business	Budget process for 2022/23, including review of MTFS
October 2021	Policy	Review of grants process Review equal opportunity policy/statement Consider domestic abuse policy
November 2021	Business	Draft budget for 2022/23
December 2021	Policy	Update on business plan and progression of opportunities for the 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.