

## **ACTION PLAN FOR THE FINANCE & GENERAL PURPOSES COMMITTEE 2023 – 2027**

Objectives – from Council's 4 Year Plan

- 1 We will work on a marketing strategy to increase income from the Council's facilities.
- 2 We will monitor budgets and aim to retain general reserves at 45% to 50% of Council's precept.
- 3 We will encourage training opportunities for staff and Councillors to ensure efficient, professional and collaborative
- 4 We will consider the possible use of Community Infrastructure Levy funds for local projects and seek the views of residents

As a standing Committee we have the following Sub-Committees

- Personnel
- Marketing
- Climate and Ecology

## FINANCE & GENERAL PURPOSES

Objective	Specific Objectives	Action to be taken	Completed
Action Plan	Review action plan at each meeting Present report to Council in October & April	Ongoing September/March	<b>Prepared</b>
Monitor income and expenditure against budget	Review budget at each meeting, monthly reports to committees and to Full Council for review  Half year full report and review of savings or virements to and from EMR where needed.	Each meeting  Sept / March Annually	
Review financial audit reports	Review reports and act on any recommendations	Ongoing	
Inspect bank reconciliation statements	Signatories to review and sign statements quarterly	July/November /January/May	<b>Completed November</b>
Recommend precept to Council	Seek recommendations from Committees for project spending to agree proposals prior to November meeting and prepare draft precept for recommendation to Council	November	<b>Completed</b>
Review and recommend Annual Return	Review Annual Governance and Accountability Return and make recommendations to Full Council	June	<b>Completed 2022/23</b>
Aim to retain general reserves at 45% to 50% of Council's precept	Review project and general reserves prior to budget setting and consider action, if necessary	September	
Identify additional sources of funding for projects and routine activities	Consider use of Community Infrastructure Levy funds for local projects and seek the views of residents	January	<b>Discussed</b>
	Seek grant funding sources against current projects Collate suggestions and ideas to seek support from local businesses/associations		
Review Council's Financial Regulations ,Standing Orders, Consider risk management and other Policies	At Annual Meeting Detailed review every four years at start of Council term Review Operational and Finance Risks Document at Annual Meeting  Update or review policies when needed	May / June 2023 May annually Various	<b>Completed 2023/24</b>
Insurance	Review insurance policy (renewal October)	July	<b>Completed 2023/24</b>

### Personnel Sub Committee

Objective	Specific Objectives	Action to be taken	Completed
Staffing levels	Review office staffing against Council business requirements prior to budget setting Review Grounds staffing requirements against workload Make recommendations to Council if changes required Publish salary scales on website	September	
	Review Health & Safety Policy and ensure its implementation Report to F & GP	May/November Annually	
Encourage training opportunities for staff and Councillors to ensure efficient, professional and collaborative	Consider Councillors' training needs in consultation with TC Consider staff training needs in consultation with TC Recommend these considerations to F&GP Set a budget for training needs		

### Marketing Sub Committee

Objective	Specific Objectives	Action to be taken	Completed
Produce a marketing strategy to increase income from the Council's facilities	Review council properties and their facilities Consider Promotional methods and materials Produce draft Income/ Expenditure projections		
	Consider proposals for use of Almonry as an events and or wedding venue		
	Review success (or not) of Tourist Information Point		
	Review hire agreements of offices at the Almonry and other premises		
	Monitor SLA with Beautiful Battle Monitor SLA with the Museum		

### Climate & Ecology Sub Committee

Objective	Specific Objectives	Action to be taken	Completed
To decrease carbon footprint of Town Council and encourage community participation			