

STRATFORD-UPON-AVON TOWN COUNCIL

FINANCE AND AUDIT COMMITTEE

13 May 2025

6:30pm to 7:45pm

Minutes

Present Councillors:

Smith (Chair)	Alcock
Albon	J Fradgley
Lee	Vos

Clerk:	Responsible Financial Officer	Odette Ghent (maternity cover)
Press:	None	
Public:	None	

71 Apologies for Absence

Apologies were received from Councillor Fojtik and accepted for the reasons given.

72 Declarations of Interest

Declarations were made by Councillors Fojtik and Smith who sit on the Stratford-Upon-Avon Christmas Lights Committee, and Councillor J Fradgley who sits on the Stratford in Bloom Committee. This is pertinent to any discussions relating to these Committees.

73 To receive written requests for dispensation for disclosable pecuniary interests

There were no written or verbal requests for dispensations.

74 Public Participation

There were no members of the public present.

75 To approve the draft open Minutes of the Finance & Audit Committee meeting held on 4 March 2025

RESOLVED That the draft Open Minutes of the Finance & Audit Committee Meeting held on 4 March be approved as a correct record.

76 Responsible Financial Officer's Open Report

76.1 To receive the management Accounts for the period 1 April 2024 to 31 March 2025.

The RFO reported these are the draft year end accounts which were discussed and prompted the following questions.

Q1. The RFO to check that the £30k Cemetery Kerbing was funded by CIL, it was noted that the budget for this work was included in 2024/25 budget, but the work and payment occurred at the end of 2023/24 year.

Q2. The RFO/Town Clerk to ascertain the cost of future elections from SDC, for all wards in the event that they may be stand-alone elections.

The RFO reported there are still some calculations for year to be done on to be on the Cemetery Electricity as the supplier SSE (until the end of February when the supplier changed) has produced lots of credit notes resulting in a large credit balance on the account which is incorrect.

The recharge for the Cemetery mast is still to be done.

The Mayor's expenses need to be added to the accounts before the final year end is finalised.

77 To review and recommend the Earmarked Reserves for 31 March 2025.

This was discussed and the conclusion was to concentrate on getting the General Reserves to the correct level before setting Earmarked Reserves as the External Auditor reported they were too low at year end 31 March 2024.

78 Review and approve the updated Financial Regulations

This was deferred to 3 June 2025 meeting.

79. Review and approve the Risk Register

This was deferred to 3 June 2025 meeting.

80. Responsible Financial Officer's Verbal Report.

Nothing to add.

81. Items For Information Only / Future Agendas

There were no items to add to this section.

82. Date of Next Meeting

The next meeting is on Tuesday 3 June 2025 at 6:30pm at the Town Hall.

The Chair declared the meeting closed at 7:45pm

Chair