

SERVICE CHARGE WORKING PARTY

Action Notes of Meeting 14.12

1. Pam Warfe suggested that she should meet alone with her team to discuss how best information could be provided to the WP in future. In particular to include 6 month actuals and forecast outturn for current year, 23/24.
2. A timetable with milestones to be produced for the service charge budget for 24/25 AM
3. Underfloor heating charges were still not reconciled for 21/22 and 22/23 and there are still issues with late invoices, adjustments etc Ann Mason agreed to set up a meeting with Sally, Pam and Graham Lowe/ the energy team to resolve the problems of disconnect between the Energy Group and BEO finance. The meeting needs to decide the steps to be taken to move this long outstanding issue to resolution.
4. Pam to review outstanding items from previous meeting and revert with updates.
5. The external auditors should provide a detailed explanation of how the city recharges are applied to the service charge as part of their audit brief.
SS.