



Coxheath Parish Council Finance Committee Meeting

Members are hereby summoned, and notice is given that the next meeting of the Finance Committee will be held on Monday 20 October 2025 at 7pm in the Parish Council Office, Coxheath Village Hall. All meetings are open to the press and public.

Louise Goldsmith

Louise Goldsmith, Locum Clerk to Coxheath Parish Council

15 October 2025

AGENDA

29/25

Administration

Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.

30/25

Apologies for absence, Declarations and Dispensations

- a) Apologies for absence
- b) To receive Declarations of Interest in respect of matters contained in this agenda.

Disclosable Interests: Under the Localism Act 2011.

Other Significant Interests: Under the Code of Conduct adopted by the Parish Council.

Other Interests: not required to be disclosed under (a) and (b) but voluntary announcements made only for transparency reasons.

- c) Requests for Dispensations.

31/25

Minutes of the last Meeting

To consider the minutes of the meeting held on the 12 June 2025 and if in order to authorise the Chair to sign as a true and accurate record.

32/25

Open Session: No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration.

Councils cannot lawfully decide any business not specified on the agenda³

- a) To comment on Agenda items
- b) To raise new issues with the Parish Council

33/25

Finance Committee Terms of Reference

To review.

34/25

Matters Arising from the Previous Minutes

Previous Resolutions: To discuss progress made and agree a way forward to be approved by Full Council

- a) NatWest Signatories
- b) Unity Trust Signatories
- c) Opening of a CCLA Account with a deposit of £85,000.
- d) Laptop for the Parish Clerk
- e) Printer for the Parish Clerk
- f) Laminator and pouches to be purchased for the Parish Office.
- g) BT Line and Wi-Fi in the Parish Office to be cancelled.
- h) Quotes to be obtained for five Parish Council tablets
- i) Purchase of a Microsoft 365 License to cover the Parish Clerk and those Councillors who elected to have a Parish Council device.
- j) To apply for a Unity Corporate Multipay Card

35/25

Finance

- a) Accounting Package: To receive an update
- b) Accounts for 2025-2026: To receive an update
- c) Bank Reconciliation
- d) Spend vs Budget for 2025-2026
- e) VAT Update

36/25

Contracts/Hire Agreements

- a) Grounds Maintenance Contract
- b) Football Pitch Hire Agreement and Charges
- c) Mobile Phone Contract
- d) Christmas Lights
- e) Insurance

37/25

Pension Regulator/HMRC

- a) To discuss the pension arrangements for the new Clerk/RFO
- b) Government Gateway Access/HMRC

38/25

S106 Allocations and Projects:

To discuss and review.

39/25

Appointment of an Independent Internal Auditor

40/25

Draft Budget 2026/2026

To discuss.

41/25

Confidential Items

42/25

Date of the Next Meeting: TBC