



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 Thursday 12th of June 2025 at 7:30 pm in the Parish Council Office, Coxheath Village Hall. All meetings are open to the press and public.

Irene Bowie

Clerk to Coxheath Parish Council

clerk@coxheathparishcouncil.org.uk

6th June 2025

PRIOR TO THE START OF THE MAIN MEETING

Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book will be closed.

AGENDA

13/25 To elect a Chair.

14/25 Apologies for Absence.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

15/25 To Receive Declarations of Interest and Dispensations.

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered.

16/25 Requests for Dispensations.

17/25 Declarations of Lobbying.

18/25 Consideration of items to be taken in private (Exclusion of Public and Press).

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature:

19/25 Minutes of the previous meeting – 20th of February 2025.

20/25 Matters Arising from the Minutes:

- (a) Banking Update
- (b) CCLA Account
- (c) New Laptop and printer for the Clerk
- (d) Laptop/Tablets from Councillors
- (e) Equipment for the Parish Council Office

21/25 To Agree the Finance Committee Terms of Reference.

22/25 Finance:

- (a) Receipts of Income
- (b) Bank Reconciliation
- (c) Spend vs Budget
- (d) VAT Update
- (e) To consider the virement of budget allocations
- (f) Reallocation of the 2025/26 Budget
- (g) Review of the MUGA Honorarium
- (h) Microsoft 365 for Councillors and Clerk
- (i) Otter.AI

23/25 To receive and consider the draft Annual Governance and Accountability Return 2024/25.

24/25 To consider the following policies:

- (a) Statement of Internal Control
- (b) Financial Regulations
- (c) Standing Orders
- (d) Procedures & Policy for Authorisation of Payments
- (e) Grant Policy and Grant Monitoring Form

25/25 Bi-Annual Policy Review . (Excluding those at 24/26)

26/25 To consider any late finance matters.

27/25 To receive correspondence/reports.

28/25 Agenda items for the next meeting.