



# Broadbridge Heath Parish Council

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Parish Office, Sargent Way, Broadbridge Heath RH12 3TS

Members of the Broadbridge Heath Finance & Establishment Committee are hereby summoned to a meeting to be held at **The Parish Office** on **TUESDAY 23<sup>rd</sup> of APRIL 2024** commencing at **11:00**. The first 15 minutes are available for the public and the press who have a right to attend to express a view or ask a question on relevant matters on the following agenda (Standing Order 3d). Members of the public are welcome to stay and observe the rest of the meeting.

Signed: *Lucinda Edwards*

**Lucinda Edwards (Clerk) – 17<sup>th</sup> April 2024**

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## AGENDA

### **1 PUBLIC SPEAKING**

### **2 APOLOGIES AND REASON FOR ABSENCE**

Recommendation: To receive and agree any apologies for absence and document the reasons for such.

### **3 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

Recommendation: To receive any disclosure by Members of personal interests in Matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial or pecuniary under the terms of the Revised Code of Conduct from members.

### **4 MINUTES OF THE PREVIOUS FINANCE AND ESTABLISHMENT COMMITTEE MEETING**

To approve the minutes from the Finance and Establishment Committee meetings held on:

24<sup>th</sup> April 2023

13<sup>th</sup> November 2023

15<sup>th</sup> January 2024

### **5 CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY**

To receive announcements from the Chairman of the Finance and Establishment Committee.

### **6 FINANCE REPORT**

Recommendation:

6.1 To receive an finance update from the RFO, an overview of accounts as at 31<sup>st</sup> March 2024 and progress of the internal audit preparation.

6.2 To review, approve and make recommendations to the full council as required on the following:

6.2.1 VAT return submission

6.2.2 Year end bank reconciliations (all accounts)

6.2.3 Bank balances and investments

6.2.4 income and Expenditure

6.2.5 Review of Significant Variances

6.2.6 Year end reserves

6.2.7 Annual return preparation

6.2.8 Any other year end matters for submission to council or auditors.

### **7 FEEDBACK AND COMMUNICATIONS – PRECEPT AND ACTION PLAN**

To receive an update on communications and correspondence related to the bulletin distribution and precept request.

**8 FINANCIAL REGULATIONS AND PROCUREMENT**

To receive an update on the anticipated updated model financial regulations and consider future introduction of a Procurement Policy.

**9 STAFFING BUDGET\*\***

To receive a recommendation to review the pay-scale of the Deputy Clerk in relation to amendments to the job description as agreed by the Personnel Committee.

**10 DATE OF NEXT MEETINGS**

To note the next planned meeting dates;

Annual Meeting of the Council – Monday 13<sup>th</sup> May 7:30pm

Annual Parish Meeting – Thursday 23<sup>rd</sup> May – 7:00-9:00pm

Recreation Committee – Monday 17<sup>th</sup> June – 7:45pm

Finance and Establishment Committee – Monday 24<sup>th</sup> June – 7:45pm

Allotments Sub-Committee Meeting – Monday 18<sup>th</sup> November – 7:30pm

Personnel Committee – Monday 18<sup>th</sup> November – 8:30pm

\*\* Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100, and because of the confidential nature of the business to be transacted, the public and press will be required to leave the meeting during the consideration of these items