



Broadbridge Heath Parish Council



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www.broadbridgeheath-pc.gov.uk

Members of the Broadbridge Heath Finance & Establishment Committee **are hereby summoned to the ONLINE FINANCE MEETING** on **MONDAY 8th of FEBRUARY 2021** commencing at **7.30pm**. 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 remain and observe the rest of the meeting.

To join the meeting:

Join Zoom Meeting from your laptop, tablet or smartphone using Meeting ID: 399 976 6187

New to Zoom?

Use this link to install the app <https://www.zoom.us/>

Members of the public or press should send an email to the Clerk, in advance of the meeting, to request an access password.

Signed: *Lucinda Edwards*

L. Edwards (Clerk) – 3rd of February 2021

AGENDA

- 1 PUBLIC SPEAKING**
- 2 APOLOGIES AND REASON FOR ABSENCE**
To receive and agree any apologies for absence and document the reasons for such.
- 3 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**
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 meeting held on the 16th of November 2020.
- 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**
To receive an overview of finances to date from the Clerk.
- 7 BANK RECONCILIATION**
To receive and sign the bank reconciliation.

- 8 MANAGEMENT OF COMMUTED SUMS**
To consider appropriate investment of commuted funds associated with transfer of parcels of land on the Wickhurst Green development.
- 9 INTERIM AUDIT**
To agree the internal audit and recommendations.
- 10 DEBIT CARD**
To consider a recommendation to apply for a debit card on the main current account, with appropriate restrictions and authorisations to be agreed.
- 11 REVIEW OF FINANCE REGULATIONS**
To review and agree any changes to the Finance Regulations for recommendation to adopt at the March PC Meeting.
- 12 END OF YEAR CLOSE DOWN TRAINING**
To consider and approve if appropriate a recommendation for the Clerk to attend Rialtus year-end training on 3rd of March.
- 13 DATE OF NEXT MEETING**
The date of the next meeting is Monday 26th April 2021.

** 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