



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 3rd of MAY 2022** commencing at **7.45 pm**. 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) – 27 April 2022

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 15th November 2021.

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

6.1 To receive an update from the RFO, an overview of the accounts at 31st March 2022 and progress of the internal audit preparation.

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

- 6.2.1 VAT Return submission
- 6.2.2 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 the Council or auditors.

7 CO OP BANKING

To receive an update on issues experienced with online banking and consider any appropriate action.

8 REVIEW OF FINANCIAL REGULATIONS

To review the Financial Regulations and agree any recommendations to full council.

9 STAFF MOBILE PHONES

To consider a recommendation from the Clerk.

10 DATE OF NEXT MEETING

The date of the next meeting is Monday 11th July 2022.

** 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