



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 **MONDAY 16th of JANUARY 2023** 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) – 11 January 2023

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 14th November 2022.
- 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 BUDGET ENTRY ON RBS**
To consider a recommendation on budget 2023/24 line entry for reporting purposes.
- 9 BANK SIGNATORY AND MANDATES**
To authorise bank forms for amendments to signatories, address and contact details, as appropriate.
- 10 OFFICER DEBIT OR CHARGE CARD**
To consider options and agree an appropriate payment card, and associated policy details, for the Clerk.

11 SINGLE STREET LIGHT

To consider options regarding the future contract and maintenance of the single column.

12 PARISH OFFICE OPENING HOURS

To receive a recommendation to amend the published opening times of the Parish Office to coincide with set sessions being hosted.

13 SECTION 106 UPDATE

To receive an update on Section 106 current applications and remaining funds.

14 DATE OF NEXT MEETING

The date of the next meeting is Monday 24th of April 2023.

** 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