



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 24th of APRIL 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) – 18 April 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 meetings held on the 1st November 2022 and January 2023.

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 2023 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 BANK MANDATES

To agree relevant amendments to the bank mandates.

8 REVIEW OF FINANCIAL REGULATIONS

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

9 UTILITIES

9.1 To receive an update on the gas provision at the Parish Office and agree any actions.

9.2 To approve the direct debit mandate for the water provision at Weston Avenue Allotments.

10 DATE OF NEXT MEETING

The date of the next meeting is **Monday 10th July 2023.**

Planned meeting dates;

Parish Council Meeting – Mon 15th May – 19:30

Parish Council Meeting – Mon 5th June – 19:30

Meet your New Council Event – Thursday 13th June - 19:00-21:00

Recreation Committee – Mon 19th June– 19:45

Finance and Establishment Committee - Mon 10th July – 19:45

Allotments Sub Committee – Mon 17th July – 19:30

Personnel Committee – Mon 17th July – 20:30

** 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