



# Broadbridge Heath Parish Council

[www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)

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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 27<sup>th</sup> of JANUARY 2025** commencing at **19:45**. 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) – 22<sup>nd</sup> January 2025**

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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 MEETINGS**  
To approve the minutes from the Finance and Establishment Committee meetings held on:  
5<sup>th</sup> August 2024  
21<sup>st</sup> October 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 UPDATE**  
Recommendations:  
6.1 To review income and expenditure for M1-9 2024/25  
6.2 To receive an overview of finances to date from the RFO  
6.3 To review and ratify regular and statutory payments for Qtr3.
- 7 BANK RECONCILIATION**  
To receive and sign the bank reconciliations.
- 8 INTERIM AUDIT**  
To receive an update on the interim audit report.
- 9 FIDELITY INSURANCE**  
To receive and consider quotes to increase the fidelity insurance based on internal audit advice.
- 10 INVESTMENTS**

To consider future investment of commuted sums and agree any recommendations to council.

**11 CIL UPDATE**

To receive an update on CIL remaining funds and agree a recommendation to council in relation to the funding of the Charrington Way Recreation ground project.

**12 ESTABLISHMENT**

12.1 To receive an update on works at the Cricket Club and agree any next steps

12.2 To receive and note a report on Parish Office facilities management

**13 DATE OF NEXT MEETINGS**

To note the next planned meeting dates;

Personnel Committee – TBA

Parish Council Meeting – Monday 3<sup>rd</sup> February – 7:30pm

Recreation Committee – Monday 10<sup>th</sup> February – 7:45pm

Allotments Sub-Committee Meeting – Monday 24<sup>th</sup> March – 7:30pm

Finance and Establishment Committee – Monday 28<sup>th</sup> April – 7:45pm

\*\* 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