



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 21st JULY 2025** commencing at **20:30**. 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: *Louise Shaw*

Louise Shaw (Locum Clerk) –15th July 2025

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 meeting held on 28th April 2025.

5 CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY

To receive announcements from the Chairman of the Finance and Establishment Committee.

6 IT PROVISION AND INFRASTRUCTURE REVIEW

To review, approve and make recommendations to the full council as required on the following:

6.1 Discuss and agree IT infrastructure replacement plan.

6.2 Discuss and agree internet/networking provision.

6.3 Review IT provider.

6.4 IT security review.

6.5 Sharepoint set up and streamlining

7 CHURCHILL WAY ALLOTMENTS

7.1 Review progress on underground leak and approve contractor to rectify

8 INVESTMENTS/BANKING

To review, approve and make recommendations to the full council as required on the following:

8.1 Review current rates and banks to ensure money is split to take advantage of FSCS

8.2 Review progress on signatory changes and any further paperwork required.

9 ESTABLISHMENT

9.1 Update on lease and agree any actions

9.2 Discuss and agree to tender works identified in condition report for completion in winter 2025

10 BUDGET VS ACTUAL

10.1 Review of costs to date for 2025/2026

11 DATE OF NEXT MEETINGS

To note the next planned meeting dates;

Parish Council Meeting —Monday 8th Sept 7:30pm

Recreation Committee —Monday 22nd Sept 7:45pm

Finance and Establishment Committee — Monday 20th October 7:45pm

Allotments Sub-Committee Meeting – Monday 10th November – 7:30pm

Personnel Committee – Monday 10th November – 8.30pm

** 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