



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 20th October 2025** commencing at **19:30**. 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: Anna Branas Clerk to the Parish Council – DATE 15th October 2025

Supporting paperwork can be found here: 20th Oct 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 21st July 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 FINANCE UPDATE**
To review, approve and make recommendations to the full council as required on the following:
 - 6.1 VAT return submission for Qtr3 and Qtr4
 - 6.2 Bank balances and investments
 - 6.3 Income and Expenditure for 2025/26
 - 6.4 Review of Significant Variances
 - 6.5 Review and ratify regular and statutory payments for Qtr4
- 7 INTERNAL CONTROLS**
To review and agree amendments to internal controls from learnings over the last 6 months.
- 8 PREPAID CARD**
To approve a cashbook transfer to the pre-paid card to top up to £250.

9 COMMUTED SUMS MANAGEMENT

9.1 To receive a report of pre-transfer expenditure incurred in respect of Wickhurst Green parcels and consider transfers of funds from the commuted sums for reimbursement.

9.2 To consider EMR drawdowns for SL5, SL6 and SL9 and utilization of the £20k remedial fund.

9.3 To determine associated new budget lines, including staffing resource and any additional budgetary considerations for 2025/26.

10 INVESTMENTS

To consider options for the investment of commuted sums and agree any recommendations to council.

11 ESTABLISHMENT

11.1 To receive and consider the Cricket Club survey report and agree next steps.

11.2 To receive and note the latest Fire Safety Risk Assessment of the Parish Office and note actions to date.

11.3 To receive an update following the latest 5 yearly Electrical Installation Condition Report, and remedial works completed.

11.4 To review the external Legionella Risk assessments and consider adoption to be included on the council's risk management scheme.

11.5 Consider a recommendation to council on moving money from the repair and renewal EMR for use on cricket club works.

11.6 To receive and review the Inspection Tick List for Playground

12 ASSERTION 10

12.1 To review and approve all documents relating to Assertion 10

13 DATE OF NEXT MEETINGS

To note the next planned meeting dates;

Full Council – Monday 3rd November 19.30pm

Budget setting meeting- Monday 24th November 2025 – 13:00pm

Recreation and Environment – Monday 24th November– 19.30pm

Full Council – Monday 1st December – 19.30pm

Personnel Committee – Jan 2026 – 19.30pm

** 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