



# Broadbridge Heath Parish Council

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

[clerk@broadbridgeheath-pc.gov.uk](mailto:clerk@broadbridgeheath-pc.gov.uk)

07716 130103

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 **TUESDAY 1<sup>st</sup> of NOVEMBER 2022** commencing at **8:30 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) – 27<sup>th</sup> October 2022

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## AGENDA

**1 CONFIRM CHAIRMAN**

**2 PUBLIC SPEAKING**

**3 APOLOGIES AND REASON FOR ABSENCE**

Recommendation: To receive and agree any apologies for absence and document the reasons for such.

**4 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.

**5 MINUTES OF THE PREVIOUS FINANCE AND ESTABLISHMENT COMMITTEE MEETING**

Recommendation: To approve the minutes from the Finance and Establishment Committee meeting held on the 3<sup>rd</sup> May 2022.

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

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

**7 TERMS OF REFERENCE**

Recommendation: To review and approve the Committee Terms of Reference

**8 BANK ACCOUNTS**

Recommendations:

8.1 To approve Bank Reconciliations for all accounts to 30th September 2022

8.2 To review all accounts and consider any changes required.

**9 FINANCE REPORT**

Recommendation: To review, approve and make recommendations as required to the Parish Council on the following at half year (30<sup>th</sup> September 2022)

9.1 Income and expenditure

9.2 Actual Expenditure to Budget

9.3 Reserves and Long Term Planning

9.4 VAT Return submission

**10 AUDIT**

Recommendation: To consider feedback on conclusion of the 2021/22 external audit.

**11 INSURANCE RENEWAL**

To ratify the insurance renewal for 2022/23.

**12 PRECEPT REQUIREMENT**

Recommendation: To review and prepare the 2023/24 budget for recommendation to full council, to enable determination of the precept requirement.

**13 DATE OF NEXT MEETING**

The date of the next meeting is Monday 14<sup>th</sup> November 2022, 7:45pm.

Members **NOTED** the next planned meeting dates;

Allotments Sub-Committee Meeting – TBC

Parish Council Meeting – Monday 7<sup>th</sup> November – 7:30pm

Recreation Committee – Monday 28<sup>th</sup> November 2022 – 7:45pm

Personnel Committee – Monday 16<sup>th</sup> January – 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**