



The Jubilee Room
Braywood Memorial Hall
Fifield Road
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16th July 2024

To: Cllr S Cross, Cllr K Elvin, Cllr J Glover (Chairman), Cllr C Graham, Cllr N Pellew.

A meeting of the Finance and IT Committee will be held at the Jubilee Room, Braywood Memorial Hall on Wednesday 24th July 2024 at 4:00pm for which your attendance is requested

Yours faithfully

Esther Cope

Ms. Esther Cope
Clerk/RFO

Agenda

FC 001/2024 Chairman's request

That all mobile devices are switched to silent for the duration of the meeting

FC 002/2024 Apologies for absence and declarations of interest

FC 003/2024 Election of the Finance Committee Chairman for the forthcoming year

FC 004/2024 To approve an internal checker for FY 2024/25

FC 005/2024 To approve the minutes of the meeting held on 24th April 2024

FC 006/2024 Chairman to approve and sign the bank statements to 30th June 2024

FC 007/2024 Chairman to approve and sign the Clerks' timesheets to 30th June 2024

FC 008/2024 Chairman to approve and sign the Clerks' expenses to 30th June 2024

FC 009/2024 Committee to consider payment of additional hours completed by the Clerk during the period December 2023 to 30th June 2024

FC 010/2024 To receive an update of the external audit FY 2023/24

FC 011/2024 To approve Councillor and Clerk training

FC 012/2024 Councillors to receive finance reports to 30th June 2024

FC 013/2024 To review the Q2 end budget FY 2024/25

013.001 To consider the Clerks' request to transfer monies to Lloyds Precept Account

013.002 To review IT requirements

FC 014/2024 To receive approval for any spending requests below £2,500.

014.001 To approve the Clerks request to purchase a recording system for meetings

FC 015/2024 To review the allotment fees for the period 1st October 2025 to 30th September 2026

FC 016/2024 To receive the NALC updated Financial Regulations

016.001 To approve for recommendation to Main Council the NALC updated Financial Regulations

FC 017/2024 Date for the next Meeting

Wednesday 16th October 2024 at 4:00pm.