

23rd April 2025

To: All Members of the Committee


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

You are hereby summoned to attend a meeting of the Finance and IT Committee which will be held at the Braywood Memorial Hall on 30th April 2025 at 4:00pm, for which your attendance is requested.

Members of the Public: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Esther Cope

Ms. Esther Cope
Clerk/RFO

 = Resolution £ = Expenditure approval

AGENDA

FC 034/2024 Chairman's request

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

A reminder to all in attendance of the fire safety regulations for the venue of the meeting

FC 035/2024 Recording/Filming of the Meeting

The Council permits the filming and recording and photography of its public meetings (Standing Order 3) k.). By attending the meeting, you are consenting to being filmed and recorded unless you notify the Clerk in advance that you do not wish to be

All present to be asked if they have any intention of recording/filming all or part of the meeting

FC 036/2024 Apologies for absence and declarations of interest

All Members are to be reminded that they must disclose any disclosable pecuniary interests, registerable interests and any non-registerable interests they have in items of business on the meeting's agenda either at this point or during the agenda item. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting

FC 037/2024 Admission of the Public

In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from all or part of the meeting

FC 038/2024 To approve the minutes of the meeting held on 9th January 2025

FC 039/2024 Public Forum

The Chairman to allow maximum of 15 Minutes (3 mins per speaker) for the public to address the Council (extended on approval of the Chairman). Priority will be given to those members of the public wishing to share information relating to items on the agenda. Once the public session is closed, members of the public are not permitted to speak

FC 040/2024 To review Finance and IT policies for recommendation to Main Council 🖐️

- Expenses Policy
- Grants Policy
- Social Media Policy

FC 041/2024 Chairman to approve and sign the bank reconciliations to 31st March 2025 🖐️

FC 042/2024 To receive finance reports to 31st March 2025 🖐️

FC 043/2024 To consider the allocation of reserves to year end 31st March 2025 🖐️

FC 044/2024 To review the budget FY 2024/25

FC 045/2024 To receive a report from the Clerk

FC 046/2024 Update on the internal audit and AGAR timetable for FY 2024/25

FC 047/2024 To review the banking Mandates 🖐️

FC 048/2024 To consider Parish Basic Allowance payments FY 2025/26 🖐️

FC 049/2024 To review ICT requirements 🖐️£

Date for the next Meeting TBC

Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the public

The Chairman will move that under Section 1(2) of the Public Bodies (Admission to Meetings) Act, the public shall be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

FC 050/2024 Confidential Session

FC 051/2024 Chairman to approve and sign the Clerks' timesheets to 31st March 2025 🖐️

FC 052/2024 Chairman to approve and sign the Clerks' expenses to 31st March 2025 🖐️

FC 053/2024 To consider payment of additional hours completed by the Deputy Clerks' hours during the period 1st October 2024 to 31st March 2025 🖐️£

FC 054/2024 London Weighting/Outer fringe allowance 🖐️£

054.001 To consider the recommendation of the internal auditor to pay the current annual rate of £706.00

FC 055/2024 Salaries 🖐️£

055.001 To consider the recommendation of the Locum Clerk, Louise Steele to re-align salaries with NJC Scales