

Finance Committee Meeting

5th July 2023



AGENDA

To all members of the Finance Committee of Speen Parish Council

You are duly summoned to attend the Finance Committee meeting of Speen Parish Council on Wednesday 5th July 2023 at Speen Pavilion Speen Recreation Ground starting at 7pm.

This meeting will be open to the press and public and will consider the items set out below.

Jean Lindsell, Clerk (29th June 2022 dated)

Open session

Parishioners are invited to attend and question the Parish Council on issues in this agenda, or raise issues for future consideration at the discretion of the Chairman. Fifteen minutes have been set aside for press and public questions. The council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting. After this Open Session, members of the press and public may not take part in the Parish Council meeting itself unless invited to do so by the Chair in accordance with Standing Orders.

1. **Election of Chair** – to elect the Chair of the Committee
2. **Election of Vice Chair** – to elect the Vice Chair of the Committee
3. **Apologies:** To receive apologies
4. **Declarations of interest:** To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda
5. **Open Session** – to receive any questions from Members of the Public in attendance
6. **Minutes** – to approve the Minutes of the Finance Committee meeting held on 22-02-23 (draft)
7. To discuss any matters arising from the previous meeting
8. **Financial Report**
 - 8.1 Bank Balance as at 30-06-23
 - 8.2 To retrospectively note payments for May and June 2023
 - 8.3 To review Finance Reports to 31-05-23
 - 8.4 To review Finance Reports to 30-06-23
 - 8.5 To review Budget v Actual Report (Q1)
9. **Internal Audit Report** – to review report and agree any actions
10. **Finance Committee Terms of Reference**

Proposal: To agree draft ToR and recommend to Full Council for approval (subject to any amendments agreed by the Committee)
11. **Committee Meeting Dates** – to agree future meeting dates
12. **Matters for information only arising after the preparation of this Agenda which the Chair agrees to take as urgent**
13. **Date of Next Meeting: TBC**