

Finance Committee Meeting 9th November 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 Thursday 9th November 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 (*3rd November 2023 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. **Apologies:** To receive apologies
2. **Declarations of interest:** To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda
3. **Open Session** – to receive any questions from Members of the Public in attendance
4. **Minutes** – to approve the Minutes of the Finance Committee meeting held on 06-09-23 (draft)
5. To discuss any matters arising from the previous meeting
6. **Financial Report**
 - 6.1 Bank Balance as at 31-10-23
 - 6.2 To retrospectively note payments for September and October 2023
 - 6.3 To review Finance Reports to 30-09-23
 - 6.4 To review Finance Reports to 31-10-23
 - 6.5 To review Budget v Actual Report Q2
7. **Finance Committee Terms of Reference**

Proposal: To agree amendments to Finance Committee ToR and recommend to Full Council for approval
8. **Policies and Procedures**
 - 8.1 **Disciplinary Policy and Procedure** - to agree new Disciplinary Policy and Procedure and recommend to Full Council for approval
 - 8.2 **Grievance Policy and Procedure** – to agree new Grievance Policy and Procedure and recommend to Full Council for approval
 - 8.3 **Sickness Policy and Procedure** – to agree new Sickness Policy and Procedure and recommend to Full Council for approval
9. **WBC Libraries** – to consider request for contribution to WBC Libraries and agree proposal to be presented to Full Council
10. **2024/2025 Budget**
 - 10.1 Budget Forecast 2023/24 – to review forecast spend to 31st March 2024
 - 10.2 Projected Unallocated Reserves Summary 2023/24 – to review projected financial position at 31st March 2024
 - 10.3 2024/25 Budget – to consider draft Budget and agree any revisions

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- 10.4 2024/25 Precept – to consider level of Precept required
- 11. **Speen Recreation Ground**
Proposal: To approve quotation for removal of hedge encroaching on parishioners garden fence at a cost of £281 +VAT
- 12. **Speen Pavilion Defibrillator** – update from Clerk
- 13. **Matters for information only arising after the preparation of this Agenda which the Chair agrees to take as urgent**
- 14. **Date of Next Meeting: 13th December 2023**

DRAFT