

You are hereby summoned to a meeting of the
FINANCE COMMITTEE
to be held on
Monday 6th December 2021
at the Rochford Day Centre, 33A Back Lane, Rochford
commencing at **7.00 pm**

Please note that under the Local Government Act 1972 Schedule 12 paragraph 10 (2) (b), the Council cannot lawfully decide any matter that is not specified on the agenda. Should you require additional information on any agenda item please advise the Clerk by 1pm on the working day preceding the meeting.

COVID Statement: Please note the wearing of face coverings is now a personal choice.
However please adhere to the latest restrictions.

AGENDA

- 1. To receive apologies for non-attendance at meeting (For Noting)**
- 2. Declarations of any:**
 - a. Disclosable Pecuniary Interest;**
 - b. Other Pecuniary Interest; or**
 - c. Non-Pecuniary Interest****on any matter on the agenda for 6th December 2021**

Members are reminded they must, within 28 days of becoming aware of any new, or change in their Register of Members' Interests, provide written notification thereof to the Clerk of Hawkwell Parish Council.
- 3. Public Forum**
- 4. To approve the Minutes of the meeting held on 26th July 2021 and to approve the destruction of the notes in respect of that meeting (For Decision) - Copy enclosed**
- 5. Action Update List – December 2021 (For Noting)**
- 6. Financial Report – November 2021 (For Noting)**
- 7. Consider & agree Finance Budget for 2022/23 (For Decision)**
- 8. Consider Parks, General Purposes & Youth Budgets for 2022/23 (For Decision)**
- 9. Set the Precept for 2022/23 for Recommendation to Full Council (For Decision)**
- 10. Completion of Internal Audit (Interim) 2021/22 – Report attached (For Noting)**
 - a. Confirmation that a Petty Cash Reconciliation has been undertaken by two Members: copy attached (for ratification);**

- 11. Notification of commencement of quarterly financial checks by 2 Members in January 2022 (Q3) – consider which Members to undertake these checks (For Decision)**
- 12. Subscriptions: Society of Local Council Clerks (SLCC) £234 (For Decision)**
- 13. Donations: (For Decision)**
 - a. Consider donation to the Poppy Appeal 2021**
 - b. Rochford Old People's Day Centre (for use of venue for meetings)**
- 14. Approve Staff Xmas lunch - Chairman's Fund (For Decision)**

1st December 2021
Clerk to the Council