

You are hereby summoned to a meeting of the
FINANCE COMMITTEE
to be held on
Monday, 5th December 2022
in the Committee Room, Freight House, Rochford
commencing at **7.05 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.

AGENDA

1. To receive apologies for non-attendance at meeting (For Noting)
2. Declarations of any:
 - i Disclosable Pecuniary Interest;
 - ii Other Pecuniary Interest; or
 - iii Non-Pecuniary Intereston any matter on the agenda for 5th December 2022
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 10th October 2022 and to approve the destruction of the notes in respect of that meeting (For Decision)
Copy enclosed
5. Action Update List – December 2022 (For Noting)
6. Financial Report – November 2022 (For Noting)
7. Completion of Internal Audit (Interim) 2022/23 – report attached (For Noting)
 - a. Confirmation that a Petty Cash reconciliation has been undertaken by 2 Members: copy attached;
 - b. Confirmation that Q2 financial checks have been undertaken by 2 Members: copy attached
8. Consider & agree Finance Budget for 2023/24 (For Decision)
9. Consider Parks, General Purposes & Youth Budgets for 2023/24 (For Decision)
10. Set the Precept for 2023/24 for Recommendation to Full Council (For Decision)

- 11. Bank Mandate – Report on meeting with Metro Bank Account Manager (For Decision)**
- 12. Village Hall Rent – Email from Hawkwell Village Hall re. Office Rent for 2023/24 (For Decision)**
- 13. Subscriptions: Society of Local Council Clerks (SLCC) £236 (For Decision)**
- 14. Donation request: Poppy Appeal 2022: (For Decision)**
- 15. Approve Staff Xmas lunch - Chairman's Fund (For Decision)**

30th November 2022
Clerk to the Council