

You are hereby summoned to a meeting of the
FINANCE COMMITTEE
to be held on
Monday, 4th December 2023
at Rochford Day Centre, 33A Back Lane, 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 Interests**
 - ii Other Registrable Interests****on any matter on the agenda for 4th December 2023**
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 18th September 2023 and to approve the destruction of the notes in respect of that meeting (For Decision)**
Copy enclosed
- 5. Action Update List – December 2023 (For Noting)**
- 6. Financial Report – November 2023 (For Noting)**
- 7. Completion of Internal Audit (Interim) 2023/24 – report attached (For Noting)**
- 8. Q2 Financial Checks (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**
- 9. Consider & agree Finance Budget for 2024/25 (For Decision)**
- 10. Consider Parks and General Purposes Budgets for 2024/25 (For Decision)**
- 11. Set the Precept for 2024/25 for Recommendation to Full Council (For Decision)**
- 12. New signatory required for Metro Bank: Cllr Andrew MacPherson (For Decision)**

- 13. Subscriptions: Society of Local Council Clerks (SLCC) £288 (For Decision)**
- 14. Grant Application – Essex & Herts Air Ambulance (For Decision)**
- 15. Donation request: Poppy Appeal 2023: (For Decision)**
- 16. Approve Staff Xmas lunch - Chairman's Fund (For Decision)**

29th November 2023
Clerk to the Council