

You are hereby summoned to a meeting of the
FINANCE COMMITTEE
to be held on
Monday 8th December 2025
at the Hawkwell Parish Council Office, Main Road, Hawkwell
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.

AGENDA

1. To receive apologies for non-attendance at meeting (For Noting)
2. Declarations of any:
 - a) Disclosable Pecuniary Interests
 - b) Other Registrable Interestson any matter on the agenda for 8th December 2025
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 8th September 2025 (For Decision)
and to approve the destruction of the notes in respect of that meeting
5. Action Update List – December 2025 (For Noting)
6. Financial Report – November 2025 (For Noting)
7. Metro Bank:
 - a) Bank Mandate Update – Signatory changes required (For Decision)
 - b) Notification of introduction of £3 per month account fee
8. Consider & agree Finance Budget for 2026/27 (For Decision)
9. Consider Parks and General Purposes Budgets for 2026/27 (For Decision)
10. Set the Precept for 2026/27 for Recommendation to Full Council (For Decision)
11. Internal Auditors: (For Decision)
 - a) Recommendation to appoint Auditing Solutions Ltd for 2025/26
 - b) Receive Interim Internal Audit Report – no issues arising

- 12. Grants:** (For Noting/Decision)
- a) Correspondence from previous grant recipients
 - b) Request from Essex & Herts Air Ambulance – letter attached
- 13. Subscriptions: Society of Local Council Clerks (SLCC) £300** (For Decision)
- 14. Donation request: Poppy Appeal 2025** (For Decision)
- 15. Approve Staff Xmas lunch - Chair's Fund** (For Decision)

3rd December 2025
Clerk to the Council