

WITHYHAM PARISH COUNCIL

To all Members of the **FINANCE and ADMINISTRATION** Committee
(with copies to all other Councillors for information).

You are summoned to attend a meeting of the **FINANCE and ADMINISTRATION** Committee to be held at **The Old Station**, Station Road, Groombridge on **Monday 23rd May 2022** at **7pm** when it is proposed to transact the following business:

Deborah Siddle, Clerk – 17th May 2022

There is a 10-minute opportunity for members of the public to address the Council.

Members of the public are encouraged to attend meetings via Zoom

(access details at the end of this agenda)

If you are unable to join via Zoom and wish to attend in person, please contact the Clerks by the morning of the meeting clerk@withyhamparishcouncil.org.uk

- 1. ELECTION OF CHAIR**
- 2. ELECTION OF VICE CHAIR**
- 3. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
- 4. APOLOGIES**
- 5. DECLARATIONS OF INTEREST**
- 6. MINUTES**
 - 6.1 Minutes of the meeting held on 28th March 2022
 - 6.2 Matters outstanding from these minutes
- 7. GRANTS – to consider applications**
- 8. TERMS OF REFERENCE – to review for recommendation to council**
- 9. INTERNAL AUDIT RECOMMENDATION – to consider an additional bank account**
- 10. ACCOUNTS & FINANCE**
 - 10.1 To note expenditure against budget report to May 2022
 - 10.2 To consider any virements and journals required
 - 10.3 Three Year Budget
 - 10.4 To instruct the Clerk to revise Council bank mandates to include Committee members
- 11. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA** to include St John's Preschool access path and works required at Old Station (kitchen roof/ceiling)
- 12. DATE OF NEXT MEETING – Monday 25th July 2022 at 7.30pm (tbc) to be held at The Parish Office unless otherwise notified by the agenda**

Zoom details

Link to join the meeting by zoom:

<https://us06web.zoom.us/j/83938593487?pwd=VVJKUTQvcWJHVEQwMzdTVDJrckthUT09>

Meeting ID: 839 3859 3487

Passcode: 800682