

WITHYHAM PARISH COUNCIL

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

You are summoned to attend a meeting of the **FINANCE** Committee to be held at **The Old Station**, Station Road, Groombridge on **Monday 25th September 2023** at **7pm** when it is proposed to transact the following business:

Deborah Siddle, Clerk – 19th September 2023

Members of the public are encouraged to attend our meetings, there is a 10-minute opportunity for them to address the Committee at the start of the meeting.

Members of the public may also attend meetings via Zoom
(access details at the end of this agenda).

- 1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES**
 - 4.1 Minutes of the meeting held on 14th August 2023
 - 4.2 Matters outstanding from these minutes
- 5. GRANTS**
 - 5.1 Review expenditure to date for 2023/24
 - 5.2 Wild Groombridge application (deferred from August) - consider further information
 - 5.3 Consider any new applications received for the 2023/24 budget
- 6. HEALTH AND SAFETY**
 - 6.1 Consider updated Parish Maintenance Person Risk Assessment
- 7. PARISH ASSETS**
 - 7.1 Building Based Asset Working Group – update on first meeting
 - 7.2 Building Based Asset Working Group – agree recommended Terms of Reference
 - 7.3 Consider recommendations from Building Based Asset Working Group - Old Station and Phoenix House roof
 - 7.4 Consider Phoenix House - cracking to plaster on ceiling
 - 7.5 Consider cost for structural testing of goal posts at Groombridge Recreation Ground
- 8. ACCOUNTS & FINANCE**
 - 8.1 Note expenditure against budget reports to August 2023 (including Earmarked Reserves)
 - 8.2 Consider any Virements and Journals
 - 8.3 Consider draft cashflow 2023/24
 - 8.4 Consider transferring from Receipts and Payments to Income and Expenditure reporting
- 9. REPORT FROM RESPONSIBLE FINANCE OFFICER (RFO)**
- 10. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA** to include quotes for hedge laying and cutting lime trees at Groombridge Recreation Ground
- 11. DATE OF NEXT MEETING** – diarised as Monday 27th November 2023 at 7pm to be held at The Parish Office, but Committee to consider Monday 4th December 2023.

Join Zoom Meeting:

<https://us06web.zoom.us/j/85693344750?pwd=tCppePIJBz7psaBTosMiftKJ7iawes.1>

Meeting ID: 856 9334 4750

Passcode: 949578