



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 2nd December 2024** at **7.30pm** when it is proposed to transact the following business:

Deborah Siddle, Clerk – 26th November 2024

Members of the public are encouraged to attend our meetings either in person or via Zoom (access details at the end of this agenda), there is a 10-minute opportunity for them to address the Committee at the start of the meeting.

- 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 30th November 2024
 - 4.2 Matters outstanding from these minutes
- 5. GRANTS (2024/25 BUDGET)**
 - 5.1 Note grants made from the budget and funds remaining
 - 5.2 Consider Grant applications received to this meeting
 - 5.3 Review Grants paperwork for 2025/26 applications
- 6. GRASS CUTTING** – consider future contributions from GSGA for the Tanyard grass cuts
- 7. COUNCIL LAND AND ASSETS**
 - 7.1 Receive any updates from inspection reports
 - 7.2 Consider pathways at Balls Green Community Space
 - 7.3 Note monetary value of Old Station meeting room hirings
- 8. WPCIC (GROOMBRIDGE POST OFFICE)**
 - 8.1 Agree legal costs for amended lease
 - 8.2 Consider and agree 2025/26 subsidy request
- 9. BUDGET AND PRECEPT (2025/26)**
 - 9.1 Consider the budget for 2025/26, and Precept required (to recommend to Council)
 - 9.2 Provisionally consider the Ear-marked Reserves for 2025/26
- 10. POLICIES**
 - 10.1 Risk Assessment & Management Policy
 - 10.2 Petty Cash Policy
 - 10.3 Review current list of risk assessments (Health & Safety)
- 11. ACCOUNTS AND FINANCE**
 - 11.1 Note expenditure against budget report to November 2024

- 11.2 Note Summary financial position November 2024
- 11.3 Receive cashflow to end of 2025/26
- 11.4 Receive 3-year workplan and budget 2025 to 2028
- 11.5 Receive interim internal audit
- 11.6 Agree IT quotes

12. RESPONSIBLE FINANCE OFFICER (RFO) REPORT

13. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA

14. DATE OF NEXT MEETING – to be held on 24th March 2025 at 7pm at Groombridge Old Station.

Join Zoom Meeting:

<https://us06web.zoom.us/j/87119425614?pwd=ns8ZNycSscKpYB0llvbxXP9qSeEWV3.1>

Meeting ID: 871 1942 5614

Passcode: 884813