



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 24th November 2025** at **7pm** when it is proposed to transact the following business:

Deborah Siddle, Clerk – 18th November 2025

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 29th September 2025
 - 4.2 Matters completed and outstanding from previous minutes (not listed as separate agenda items)
- 5. GRANTS**
 - 5.1 Note Grant budget available to this meeting
 - 5.2 Consider Grant applications received
 - 5.3 Note any Monitoring Forms received for grants previously awarded
 - 5.4 Consider the treatment of repetitive and maintenance applications for 2026/27
 - 5.5 Review Grants guidelines and paperwork for 2026/27 applications
- 6. WPCIC (GROOMBRIDGE POST OFFICE) - Consider 2026/27 subsidy request (to recommend to Council)**
- 7. BUDGET AND PRECEPT (2026/27)**
 - 7.1 Consider the budget for 2026/27, and Precept required (to recommend to Council)
 - 7.2 Note current position of the Ear-marked Reserves and recommendation for their consideration
- 8. POLICIES - to recommend to Council**
 - 8.1 Review risk assessments
 - 8.2 Review current asset and activity risk assessments
 - 8.3 Review Financial and Liabilities Policy Risk Assessment
 - 8.4 Review Grass, hedge and tree cutting policy
 - 8.5 Review Payment of Salaries policy
 - 8.6 Review Payments procedure
 - 8.7 Review Memorial bench policy

9. ACCOUNTS AND FINANCE

- 9.1 Note expenditure against budget report (to November 2025)
- 9.2 Consider any Virements and Journals
- 9.3 Consider 3-year budget 2025 to 2028
- 9.4 Consider cashflow
- 9.5 Consider quotes, to include conveyancing for Groombridge Old Station

10. RESPONSIBLE FINANCE OFFICER (RFO) REPORT

11. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA to include:

- Fire Risk Assessment
- BETSI Village Green request

12. DATE OF NEXT MEETING – to be held on 23rd March 2026 at 7pm at Groombridge Old Station.

Join Zoom Meeting:

<https://us06web.zoom.us/j/82943609456?pwd=BAp7yVNfbTxMb0RgelQOtrdCcB7bsM.1>

Meeting ID: 829 4360 9456

Passcode: 523344