



The Parish Centre, 50 Gerald's Way,
Chalford, Stroud, Gloucestershire GL6 8FJ

**COUNCILLORS ARE SUMMONED TO A FINANCE AND MANAGEMENT COMMITTEE MEETING AT
2.00 PM ON TUESDAY, 23 MAY 2023 AT THE PARISH CENTRE**

AGENDA

1. To elect a chair.
2. To receive apologies for absence.
3. To hear statements or submission from member of the public.
4. To receive Declarations of Interest in items on the agenda.
5. To approve the Minutes of the meeting held on 28 March 2023.
6. To receive the RFO's report.
7. To receive any Referrals from the Parish Council.
8. To consider any Correspondence.
9. To elect a Vice Chair.
10. To consider and agree any amendments to the committee's Terms of Reference.
11. To consider the end of year accounts:
 - a. End of year figures – budget and earmarked reserves.
 - b. Notes to the Financial Statements.
 - c. Risk Assessment.
 - d. Annual Internal Auditor Report 2022/23.
 - e. To agree the transfer amounts from the Works Committee.
12. To consider our current Standing Orders and Financial Regulations and agree any changes.
13. Investments – to agree how to proceed with investment of our funds.
14. The Herald Newsletter – to consider any financial assistance we can give to retain this newsletter.
15. Civility and Respect Pledge training – to agree a training programme.
16. Employees – to consider an employee matter, attached.
17. Expenditure authorisation: a. Replacement seat – to agree to fund the balance of this insurance claim from the Street Furniture reserve - £100. b. replacement Springy horse France Lynch P.G. – to agree to fund the balance of the insurance claim from the Community and Recreational Facilities reserve - £250.
18. To authorise bank transfers/petty cash.
19. To note any items for information or referral only.

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Signed – Responsible Financial Officer

NOTE: Please query/ask questions of me prior to the meeting to enable answers to be given at the meeting. Thanks. **Date of issue: 16.5.23**

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