

**COUNCILLORS ARE SUMMONED TO A FINANCE AND MANAGEMENT COMMITTEE MEETING AT
2.00 PM ON TUESDAY 12TH SEPTEMBER 2023 AT THE PARISH CENTRE**

AGENDA

- 1. To receive apologies for absence.**
- 2. To hear statements or submission from member of the public.**
- 3. To receive Declarations of Interest in items on the agenda.**
- 4. To approve the Minutes of the meeting held on 7th August 2023.**
- 5. To receive any Referrals from the Parish Council.**
- 6. To consider any Correspondence**
- 7. To receive the RFO's report.**
- 8. To consider continuation of the Friday Lunch Club/Cost of Living.**
- 9. To agree to release Frith Youth Centre - £4.500 for the second Quarter.**
- 11. To authorise bank transfers/petty cash**
 - To approve Bank Reconciliations/Petty Cash
 - To approve Accounts for Approval
 - Income and expenditure against budget/forecast
- 12. To Review Reserves and Policy in Financial Regulations.**
- 13. To discuss 'Handling Staff Matters' on Standing Orders.**
- 14. To note any items for information or referral only**
- 15. To approve policies**
 - Disciplinary Policy
 - Grievance Policy
 - Press/Media Policy
 - Safeguarding Policy
 - Smoke-Free Policy
 - Zero Tolerance Policy
- 15. To approve Reviews/guidelines/schemes**
 - Complaints Procedure
 - Publication Scheme 2023

16. Precept 2024-25 – preparation of spending budget/Earmarked reserves.

17. Further Financial Consideration of Assistant Groundsman

A handwritten signature in black ink that reads "L Sellars". The signature is written in a cursive style with a large initial 'L'.

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: .23

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