

**COUNCILLORS ARE SUMMONED TO A FINANCE AND MANAGEMENT COMMITTEE MEETING AT  
2pm ON TUESDAY 13<sup>th</sup> FEBRUARY 2024 AT THE PARISH CENTRE**

**AGENDA**

- 1. To receive apologies for absence**
- 2. To hear statements or submission from members of the public**
- 3. To receive Declarations of Interest in items on the agenda**
- 4. To approve the minutes of the meeting held on 17<sup>th</sup> January 2024**
- 5. To consider any Correspondence**
- 6. To receive the RFO report**
- 7. To Review the ongoing running of the Friday Lunch Club 2024-25**
- 8. To note previous month's banking**
  - a. authorised Bank Reconciliation and Petty Cash
  - b. authorised bank payments
  - c. current position of Income, Expenditure, Reserves balance, Balance Sheet and Budget against Forecast
  - d. Bank Account as at 31<sup>ST</sup> January 2024
- 9. To consider the charity address for The Old Neighbourhood Community Benefit Society**
- 10. To review the Insurance Policy – payment due in March – Long Term Finishes August 2024**
- 11. To Consider a Deep Dive for Internal Audit Visit.**
- 12. Frequency of Finance & Management Meetings.**
- 13. To note any items for information or referral only**

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

*L Sellars*

**Signed – Responsible Financial Officer**