

**COUNCILLORS ARE SUMMONED TO A FINANCE AND MANAGEMENT COMMITTEE MEETING AT  
2pm ON TUESDAY 13th MAY 2025 AT THE PARISH CENTRE**

**AGENDA**

- 1. To elect a Chair**
- 2. To elect a Vice Chair**
- 3. To receive apologies for absence**
- 4. To hear statements or submission from members of the public**
- 5. To receive Declarations of Interest in items on the agenda**
- 6. To approve the minutes of the meeting held on 8<sup>th</sup> April 2025**
- 7. To receive the RFO report**
- 8. To note previous month's banking**
  - a. authorised Bank Reconciliation and Petty Cash for April
  - b. authorised bank payments to 7<sup>th</sup> May
  - c. Income Received to 7<sup>th</sup> May
  - d. Current position of Receipts and Payments Forecast for May
  - e. Bank Account as at 30th April 2025
  - f. Direct Debits for next two years.
- 9. To consider and approve**
  - a. End of Year/AGAR figures
  - b. Internal Auditor Visit
  - c. Continuation of Paul Russell as Internal Auditor for next year
- 10. To consider and approve any amendments to the committee's Terms Of Reference**
- 11. To consider and approve any amendments to Standing Orders and Financial Regulations**
- 12. To consider and approve the Business Plan – 2025-2028**
- 13. To consider and agree to Annual Memberships for 2025-2026**
  - a. GAPTC
  - b. Cotswold Canals Trust
  - c. SLCC (Society for Local Council Clerks)
  - d. Geosphere ( Parish Mapping Online)
  - e. GPFA (Gloucestershire Playing Fields Association)
- 14. To consider any Correspondence**
- 15. To note any items for information or referral only**

*L Sellars*

**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**