



ROCHFORD PARISH COUNCIL

Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

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Clerk to the Council: Mrs. J. V. Rigby *Cert. HE Local Policy*

10 September 2019

A meeting of the Finance Committee will take place on **Wednesday 18th September 2019 commencing at 7.30pm** in Rochford Parish Council Rooms. The Agenda is set out below.

If there are any items on the Agenda for which members will require further information, please contact the Clerk in writing by 1pm on the day preceding the meeting to enable her to have it ready for the meeting.

Janice V Rigby

Janice V. Rigby
Clerk to the Council

Membership for 2018/19: -

Cllrs.: Chairs of Standing Committees plus J. Cottis, A. Williams, Mrs. M. Weir, P. J. Stanton, M. Softly, Mrs. R. Efde.

Terms of Reference for Finance Committee

To work within delegated powers (Local Government Act 1972 Section 101) within the delegated budget to provide and manage the following Services: -

- Management of St Marks Hall
- Reviewing and updating the Financial Regulations and ensuring they are observed by the Council
- Overseeing the Financial Administration of the Council
- Maintaining the Financial Planning system including the determination of Budgets
- Monitoring Performance against Budgets, and taking any necessary action
- Monitoring purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with Financial Regulations
- Receiving and reviewing audit reports and arranging for implementation
- Developing, maintaining and monitoring the policy on the management of reserves
- Undertaking spot checks on the books of accounts and reconciling the books of accounts to the Bank Accounts;
- Reviewing the Parish Council's Standing Orders, and other policies on an annual basis.
- To consider any items referred from time to time by Full Council.
- To appoint working parties/task and finish groups to carry out specific work where necessary.

1. **To receive apologies for absence**
2. **To receive declarations of interest**
3. **To approve the Minutes of the Meeting held on 17th July 2019** as a true record of that meeting.
4. **Update on Actions from the last meeting (not included in this Agenda)**
5. **Accounts for the Year 2018/19**
To receive the External Audit Report – attached.
6. **Accounts for the Year 2019/20**
To receive the following: -
 - Bank Reconciliation Reports as at 31st August 2019
 - Payments listings for July and August 2019
 - Cash Book Statements for July and August 2019
 - Income and Expenditure Accounts up to 31st August 2019
7. **Cyber Insurance**
To receive a report
8. **Parish Council Vehicle**
To receive an update
9. **St Marks Hall**
 - To receive the report of the working party meeting held in August.
10. **Allotments Refit** – to receive an update.
11. **Other Items (including those referred from Full Council/Committees/Urgent Items)**
To receive a donation request from East of England Air Ambulance. – attached.