



ROCHFORD PARISH COUNCIL

Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Telephone/Fax: 01702 540722
Email: clerk@rochfordparishcouncil.gov.uk

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

13 January 2020

A meeting of the Finance Committee will take place on **Wednesday 22nd January 2020 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 20th November 2019** as a true record of that meeting.
4. **Delegated Authority**
To receive the Clerk's Report on actions taken under Delegated Authority (LGA 1972 S. 101)
5. **Accounts for the Year 2019/20**
To receive the following: -
 - Bank Reconciliation Reports as at 30th November and 31st December
 - Payments listings for November and December
 - Cash Book Statements for November and December
 - Income and Expenditure Accounts up to 31st December 2019
6. **Cyber Insurance**
To receive a report – no further progress
7. **St Marks Hall**
To receive a report – no further progress.
8. **Allotments Refit – to receive an update.**
9. **Donation Request**
To receive and consider the attached Donation Request .
10. **Budgets/Precept for the year 2020/2021**
 - a) To receive the following:-
 - Committee Draft Budget figures
 - Suggested fee structure
 - Budget Breakdown and Precept Calculations
 - To Council Draft budget/precept figures
 - b) To agree the Precept for the year 2020/21 to be recommended to Full Council at the extraordinary meeting on 29th January.