



Rochford Parish Council

A meeting of the Finance Committee will take place online on **Wednesday 28th October 2020 commencing at 1930pm**. 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 2020/21: -

Cllrs.: Chairs of Standing Committees plus J. Cottis, A. Williams, Mrs. M. Weir, 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.

Parish Council Rooms
West Street
Rochford Essex SS4 1AS

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Agenda

1. To receive apologies for absence (all apologies must be submitted to the Clerk by email, text or phone)
2. To receive any Declaration of Interests
3. To approve the Minutes of the Meeting held on 23rd September 2020 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 2020/21
 - a) To receive the following
 - Bank Reconciliation Reports as at 30th September 2020
 - Payments Listings for September 2020
 - Cash Book Statements for September 2020
 - Income and Expenditure Accounts up to 30th September 2020
6. Banking Arrangements
To receive the attached report on Banking Arrangements
7. St Marks Hall
 - a) To receive the attached report on the Management Committee meeting.
8. Allotment Refit
To receive an up to date report (to be given at the meeting)
9. Councillors' Allowances/Equipment
To receive the attached report.
10. Parish Council Insurance
To review and agree the Insurance Policy renewal (attached)
11. Other Urgent Items
Including those referred from Full Council, Committees or Urgent Items