



Rochford Parish Council

Members of the Finance Committee are requested to attend a meeting to be held in the Parish Rooms on **Wednesday 28th July at 19:30.**

The Agenda is set out overleaf.

Other Councillors are welcome to attend this meeting if they wish to do so.

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

S.M. Faulkner

Sally Faulkner
Clerk to the Council
20 July, 2021

Membership for 2020/21:

Chairs of Standing Committees plus Cllrs Cottis, Williams, Softly, Emberson & Gooding

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.

Agenda

1. To receive apologies for absence
2. To receive any Declaration of Interests
3. To approve the Minutes of the Meeting held on **23rd June 2021** as a true record of that meeting.
4. **Annual Governance and Accountability Return**
To receive the documents submitted to PFK Littlejohn
5. **Accounts for the Year 2021/22**
To receive the following: -
 - a. Bank Reconciliation Reports as at 30th June 2021
 - b. Spend against Budget to end of June 2021
 - c. Income and Expenditure Accounts up to 30th June 2021
 - d. Cllr Whitehead to confirm Cllr audit undertaken on 19th July 2021
6. **Parish Council Vehicle**
 - a. To receive a verbal report
7. **St Marks Hall**
 - a. To receive the notes of the meeting held 13th July 2021
8. **Parish Rooms Maintenance**
 - a. To receive a verbal report.