



Rochford Parish Council

Members of the Finance Committee are requested to attend a meeting to be held in St Marks Hall on **Tuesday 4th April 2023 at 18:00**

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
29 March 2023

Membership for 2022/23:

Chairs of Standing Committees Cllrs Taylor, and Emberson plus Cllrs Cottis (vice chair), Edmunds, Gooding (Chair), Weir and Williams

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 **8th February 2023** as a true record of that meeting.
4. St Marks Hall
 - a. To consider the attached report on:
 - Expressions of Interest, commercial lease
 - CIC expression of interest
 - Costs for St Marks staying in house.
 - Cost of redundancy
5. ICT
 - a. To consider the attached report on:
 - Microsoft Implementation