

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

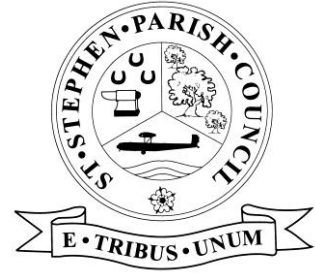
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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To **Councillors:** Wendy Berriman  
Ajanta Hilton  
Dorothy Kerry

Mark Skelton  
Bill Pryce  
Eileen Whittaker

David Yates

You are Summoned to attend the **Finance Committee Meeting** on **Thursday 26 October 2023** at **7.30pm**  
Venue: St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

*S Hake*

Sue Hake, Clerk

20 October 2023

**Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.**

In order to ensure we can hold meetings with due care if you would like to join us please email our clerk to advise of your attendance [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk) prior to the day of meeting

## **AGENDA**

**2324/FC/034** Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy

**2324/FC/035** To receive and accept apologies for absence

**2324/FC/036** To receive declarations of interest and dispensations

- a) To receive declarations of interest from Councillors on items on the agenda
- b) To receive written requests for dispensations for declarable interests
- c) To grant any requests for dispensation as appropriate

**2324/FC/037** To confirm the minutes of the meeting held on 25 July 2023

**2324/FC/038** To consider information from CCLA and agree actions going forward

**2324/FC/039** Update on actions from previous minutes not covered later in agenda

- a. Update on bank signatories and payment approval rosta
- b. Update on Earmarked reserve funds

**2324/FC/040** To review six monthly finance budget to actuals

**2324/FC/041** To note status of updated outstanding debts

**2324/FC/042** To review and approve the quarterly bank reconciliations

**2324/FC/043** To consider and agree fee increase of centre hire, storage, pitch & grounds bookings 2024/5

**2324/FC/044** To consider and agree gates license fees

**2324/FC/045** To review the insurance declaration form from the insurer

**2324/FC/046** To confirm the Insurance policy renewal for 2023-24

**2324/FC/047** To confirm use of previous years tree management report from earmarked reserves to be completed 2023-24

- 2324/FC/048** To consider and agree grant or discount requests  
i.-Grant request from Fight the Freight to support a Traffic survey £1k
- 2324/FC049** To received update on bank accounts and agree staff bank mandates for the new  
Administrative Officer
- 2324/FC/050** To consider and confirm date for meeting between Councillors and Staff to review and update  
the Business Plan
- 3224/FC/051** To consider and agree additional date and time for budget discussions