



Notice is hereby given that a Meeting of the Finance & Policy Committee will be held on Wednesday 4<sup>th</sup> December 2024, in The Pavilion, Tollesbury Recreation Ground, Elysian Gardens, commencing at 7.00pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

*M. Curtis*

Michelle Curtis – Clerk to the Council/RFO

27<sup>th</sup> November 2024

Councillors: M Bell, R Clare, P Gilbert, C Page, S Plater

### **Recording of Meetings**

The meeting will be recorded to assist the Parish Clerk to compile the minutes. The recording will be deleted afterwards.

## **A G E N D A**

**1. Apologies for Absence**

To receive apologies for absence

**2. Declarations of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

**3. Public Forum**

Public participation - Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous working day

**4. Minutes**

To confirm the minutes of the Meeting held on 26<sup>th</sup> September 2024

**5. Accounts 2024/25**

**5.1** To review the 2024/25 accounts

**5.2** To review the Earmarked Reserves

**5.3** To review any unspent budget to ensure that carried forward is correct

**6. Budget/Precept 2025/26**

To consider estimates and set a budget for 2025/26

**7. Fees**

To review the fees for 2025/26

**8. Policies and Procedures**

To review the following policies and procedures

**8.1** Financial Regulations

**8.2** Equality and Diversity Policy

**8.3** Publication Policy

**8.4** Document and Data Retention Policy

**8.5** Freedom of Information Policy

**8.6** Memorial Bench Policy

**9. Investment Policy**

To consider whether there is a need for an investment policy

**10. Other Matters**

To consider any other matters relating to Finance and Policies/Procedures

**11. Date of the Next Meeting**

To agree on the date for the next Finance & Policy Committee

If you would like an item on the agenda at any Parish Council or Committee Meeting, please submit your request in writing to the Parish Clerk at least a week before the meeting.

**Clerk:** Michelle Curtis

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