



Notice is hereby given that a Meeting of the Finance & Policy Committee will be held on Wednesday 30th April 2025, 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

23rd April 2025

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 24th March 2025
5. **Year-End Accounts**
To review the accounts for the year ending 31st March 2025
6. **Unspent Funds**
To carry out a review of the unspent funds
7. **Banking Arrangements**
To review the banking arrangements and consider investing funds into a deposit/savings account

8. Website

- 8.1** To review the quotations/options to upgrade the Parish Council to ensure compliance with level WCGA 2.2AA
- 8.2** To review how long parish council agendas and minutes should be published on the website

9. Allotments

To review the quotations for the work at the allotments and consider how this work can be funded

10. Policies and Procedures

- 10.1** To review the Standing Orders
- 10.2** To review the Financial Regulations
- 10.3** To review the Reserves Policy
- 10.4** To review the Compliments, Feedback and Complaints Policy
- 10.5** To review the Social Media & Email Policy

11. Parish Council Representatives

To consider the proposal from Cllr Gilbert for the Parish Council to have a representative on HART

12. Complaint

To review and agree on the draft response to a complaint

13. Other Matters

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

14. 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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