

Clerk to the Council/RFO: J Hodgkiss
Chairman: Cllr R Ruscoe

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Committee Members: M Jones (MJ), A Price (AP), R Ruscoe (RR), C Teckoe (CT), M Underwood (MU), one vacancy.

You are summoned to attend a meeting of the **Finance and Personnel Committee** on Monday 19th May 2025 at 6:00pm at Lythwood Room, Bayston Hill Memorial Hall.



J Hodgkiss
Clerk to the Council

12th May 2025

A G E N D A

- F01.25/26 **ELECTION OF CHAIR**
The retiring Chairman (if present) shall preside over this item, which shall be the first business of the Committee. The Chairman will call for nominations and nominees shall indicate their willingness to stand.
- F02.25/26 **ELECTION OF VICE CHAIR**
- F03.25/26 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**
- F04.25/26 **DECLARATIONS OF INTEREST**
Disclosure of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer
- F05.25/26 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**
To allow members of the public the opportunity to speak on an item listed on the Agenda up to a maximum of 3 minutes.
- F06.25/26 **MINUTES**
To approve and sign the minutes of the Finance Committee meeting held on Monday 13th January 2025.

- F07.25/26 **BANK RECONCILIATION**
To note that the Bank Reconciliation for all accounts, including Petty Cash to 31 March 2025 has been checked & approved by Cllr. Ruscoe.
- F08.25/26 **INTERNAL AUDITORS REPORT**
To receive and note the report from JDH Business Services for 2024/25.
- F9.25/26 **ANNUAL GOVERNANCE STATEMENT**
To review the Annual Governance Statement and recommend approval to Full Council. Committee is required to confirm its agreement with the statement of good governance with respect to the year 1 April 2024 – 31 March 2025 by 30th June 2025.
- F10.25/26 **ANNUAL RETURN**
The Committee is required to review and confirm its approval of the Annual Financial Return for the period 1 April 2024 – 31 March 2025. Public inspection notice will be published Tuesday 3rd June 2025, period of inspection to run from Wednesday 4th June 2025 to Tuesday 15th July 2025.
- F11.25/26 **FINANCIAL SPOT CHECKS**
To note the financial spot check records
- F12.25/26 **VAT**
To note the VAT return information 2024/25
- F13.25/26 **APPRAISALS**
To agree an appraisal timetable for 2025/26.