3rd Oct 2023

Dear Member,

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You are summoned to attend a meeting of the Finance & Policy Committee on Tuesday 10th Oct 2023 at 7.00 p.m. at Springfield Parish Centre, St. Augustine’s Way CM1 6GX where the following items of business will be transacted.

B. Larken

**Mrs Barbara Larken**

**Clerk to the Council**

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Cllrs: S. Byrne-Lagrue, S. King, E. NNadi, Y.Spence, S. Sullivan (Chairman)

 **AGENDA**

1. **APOLIGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

**Members to declare any pecuniary or non-pecuniary interest in matters on the agenda.**

1. **MINUTES OF THE COMMITTEE MEETING HELD ON 18th of July 2023**

To sign the minutes of the meeting as a correct record correct record. **(**herewith**)**

1. **CO-OPTION PROCESS**

Policies Members are asked to consider adopting a co-option application form (herewith)

1. **FINANCIAL MATTERS**

**5.**1 Business A\C Balance on 25th SEP 23 £59282.89

 **5.2 To NOTE THE SECOND HALF OF THE PRECEPT MONEY HAS BEEN RECEIVED.**

**5.3 BANK PAYMENTS**

* 1. To date payments have been made:

|  |  |  |  |
| --- | --- | --- | --- |
| 25/09/2023 | Chelmsford City Council |  | 2308 |
| 25/09/2023 | Chelmer Village Hall |  | 150 |
| 25/09/2023 | p chalk |  | 9.75 |
| 25/09/2023 | JCM Services |  | 2164.8 |
| 29/09/2023 | Unity Trust Bank |  | 1.8 |
| 4/9/2023 | SPC |  | 20460.33 |
|  |  | Total Payments for Month of September | **24655.88** |
|  |  |  |  |

1. **Appointment of Internal Auditor**

Members are notifying that Chelmer village parish council now require an Internal Auditor. Cost Received from two different auditors :

1. To provide Interim and Final Audits at a time to be agreed with the Clerk/Deputy Clerk For the sum of £360.00.
2. The Council’s requirements the internal audit could be carried out during 1 or 2 visits annually per visit £300.00 plus Mileage 40p per mile.
3. **Draft Precept Requested for Council** (Circulated at the meeting)

**8 Extra charges will be added on for removing the server (cloud) need to access to Rialtas via Rialtas Cloud. Members are asked to accept the quotation of £112.50.**