**Chelmer Village Hall**

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Clerk to the Council : Dee Ellison

**Chelmer Village Council**

You are hereby summoned to a Finance & Policy Meeting to be held in the Main Hall at Chelmer Village Hall, Chelmer Village Chelmsford, Essex, CM2 6RF on **Monday 13th October 2025** commencing at 7.00pm.

Dee Ellison

Clerk to the Council

6th October 2025

The press and the public are cordially invited to join the meeting.

**AGENDA**

1. **Opening of the meeting**

The Chair to declare the meeting open.

1. **To receive notification from any person or persons present of intent to record the meeting.**
2. **Apologies for Absence**

To receive and agree apologies for absence.

1. **Declarations of Interest**

To declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and registerable Non-Pecuniary Interests relating to items on the agenda, have regard to the Code of Conduct for Members and seek appropriate advice before the meeting.

1. **Minutes**

To receive and agree the minutes of the previous Finance and Policy Committee held on 22nd July 2025

1. **Public Question Time**

The Chair will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed.

1. **Financial Transactions**

To receive and agree the income and expenditure for the month of September, and expected expenditure for October 2025 that are not regular reoccurring annual approved items.

1. **Financial Review**

To receive budget summary for the quarter

1. **Internal audit & AGAR return 2024/2025**

To consider PKF final report

1. **Policy Update**

To agree policies and TOR that require updating as a result of committee group changes.

 To review updated Financial & Reputational Risk Assessment

1. **Clerks Report**

To receive an update report from the Clerk on matters that are not agenda items.

1. **Exclusion of the Press and Public**

To resolve to exclude the Press and Public for the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the matters to be discussed are confidential.

1. **Declaration of Trust**

To consider the update from the solicitors and agree any actions

1. **Loan Agreement**

To consider the update from the solicitors and agree any actions

1. **Items for next meeting agenda**