*Clerk and Responsible Financial Officer to the Council: Jennifer Spear*

The Community Resource Centre, The Village Hall Plough Road Great Bentley Colchester CO7 8LG Tel: 01206 256410 Email: finance@greatbentleyparishcouncil.co.uk

Website: <https://greatbentleyparishcouncil.co.uk/>

**Members of the Finance Committee are hereby summoned to attend the Finance Committee Meeting taking place at the The Village Hall Plough Road Great Bentley Colchester CO7 8LG** **on Tuesday 09th JUly 2024 at 10:00 for the purpose of transacting the following business.**

**Members of the press and public are welcome to attend.**

Signed

Jennifer Spear

Responsible Financial Officer to the Council 03rd July 2024

**AGENDA**

**07.12.24** To Elect a Chair for the Finance Committee

**07.13.24** To receive and approve any Apologies for Absence

**07.14.24** To receive any Declarations of Interest.

**07.15.24** Minutes of the finance committee held on the 23rd April 2024 meeting to be approved and signed

**07.16.24** Public participation session with respect to items on the agenda and matters of mutual interest

**07.17.24** To book in a date with Cllr. P. Harry to carry out the quarterly inspection of the accounts

**07.18.24** To review that all HMRC payments are up to date.

**07.19.24** To review current year actual expenditure versus budgeted expenditure for 2024/25

**07.20.24** To discuss the extra costs of meeting room hire in line with this years budget and any actions required.

**07.21.24** To discuss the overtime and hours of the assistant Clerk and Clerk in line with this years budget and any actions required.

**07.22.24** To review Earmarked Reserves and any virements required

**07.23.24** To review the general Reserves balance.

**07.24.24** To agree a date and a time for the next meeting.

*(3 months is 09th October 2024).*