



TAKELEY PARISH COUNCIL

The Old School Community Centre, Brewers End, Takeley, CM22 6SB

www.takeleyparishcouncil.co.uk

Julia Potter

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All members of the **FINANCE COMMITTEE** are summoned to attend a **FINANCE MEETING** to be held at The Old School Community Centre on **THURSDAY 27th May 2021 at 10AM** for the transaction of the business as set out below.

This meeting will be conducted in line with current Government Guidance for COVID 19:

- 1. Maximum capacity: 19**
- Maintain social distancing – 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place such as face coverings
- Two people from the same household can sit side by side
- At least one member of every party of visitors (up to 6 people) to provide their name and contact details
- Check in using the NHS QR code poster
- Wash hands/use hand sanitiser on arrival and departure
- Follow all guidance posters located at the building

Business
1. Note and approve apologies for absence
2. Declaration of interest for this meeting
3. Approve minutes of the meeting held on April 29 th 2021
4. Review actions from the meeting held on April 29 th 2021
5. Receive finance statement and agree payments
6. Approve quotations for maintenance and safety checks at the OSCC: 1. Two fire shutter doors in café kitchen: £235.00 plus VAT 2. Partition doors in South Hall: £395.00 plus VAT
7. Discuss and approve accounting package for recommendation to Full Council
8. Discuss moving the Parish Council bank account
9. Discuss and approve Takeley Parish Council Insurance renewal due May 31 st 2021

The Public and Press are welcome to attend.

