



TAKELEY PARISH COUNCIL

Finance Committee

Meeting Notice

Clrs: Sue Sprules (Chair), Phill Bodsworth, David Daykin, Jim Backus and John Boyle

Councillors are hereby summoned to attend the Finance Committee Meeting to be held on **Tuesday 8th April at 10.00am** in the Old School Community Centre, Brewers End, CM22 6SB for the purpose of transacting the business set out on the agenda below.

This meeting is open to the public and press.

Jackie Deane

(Clerk/RFO)

2nd April 2025

	Agenda
24/19	Apologies for Absence To approve apologies received by the Clerk.
24/20	Declarations of Interests Members to declare pecuniary and non-pecuniary interests for agenda items.
24/21	Minutes of the Last Meeting To approve the minutes of the meeting held on 7 th January 2025.
24/22	Approval of Monthly Finance Reports To consider the monthly reports and reports for the Chairman's signature.
24/23	Q4 Budget Review <ul style="list-style-type: none">a) Review year-end budget report (budget versus actuals) line by line for underspends and overspends and to check that the budgets set for the next financial year are appropriate.b) To note any journals required for the year-end audit and changes to line items and earmarked reserves.
24/24	Audit Arrangements <ul style="list-style-type: none">a) Internal Audit – should take place during April, date tbc.b) Rialtas Closedown – due to take place on 14th Aprilc) External Audit – to note details received from PKF Littlejohn.
24/25	Updated Financial Regulations To consider changes to the model regulations and make a recommendation to Full Council to adopt the new Financial Regulations.



TAKELEY PARISH COUNCIL

Finance Committee

24/26	<p>Landline and mobile phone contracts</p> <p>The Council has a landline handset and account with XLN which they say are digitally enabled for the switchover at a cost. The monthly cost of the landline is £32.56 including VAT and XLN's price for an additional mobile phone SIM for the assistant clerk and administrator is £14 per month.</p> <p>Members are asked to consider if a landline is still required and to consider a new mobile phone SIM contract with XLN.</p>
24/24	<p>Precept 2025-26</p> <p>To note dates when precept will be received from UDC, on 25th April and 25th September 2025.</p>
24/25	<p>Items to Note or for the Next Agenda</p> <p>Risk Assessment and Asset Register.</p>
24/26	<p>Date of the Next Committee Meeting</p> <p>The next committee meeting date is 13th May 2025.</p>