



BRECHLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield-pc.gov.uk

2nd November 2023

I hereby give you notice that a meeting of the Finance Committee of Brenchley and Matfield Parish Council will be held at 9.00am on Wednesday 8th November 2023 at Matfield Pavilion.

Chantal Brooks
Clerk to the Parish Council

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest on any item on the Agenda**
- 3. Review of Minutes of the last meeting of this Committee 15.03.23**
- 4. Year End 31 March 2023 External Audit Report**
 - 4.1 - Review of 22-23 Year End Internal Audit Report recommendation re limits on accruals**
- 5. Finance and Governance Risk Register**
- 6. Review of Section 106 funds**
- 7. Contracts**
 - 7.1 Update on Contracts and Suppliers**
 - 7.2 Update on Utilities and Public Toilets**
- 8. Review of Direct Debits / Standing Orders**
- 9. Bank Accounts**
 - 9.1 Signing of Bank reconciliations**
 - 9.2 Receive an Update on current position with bank accounts.**
- 10. Income and Fees**
 - 10.1 Income**
 - 10.2 Fees and Licences**
- 11. Budget Monitoring**
 - 11.1 Comparison of 2023/4 budget to actual spend**
 - 11.2 Roll over of budget provision and accruals**
- 12. Draft Budget and Precept 2024/25**
- 13. Date of next Meeting – Spring 2024**