



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

5th November 2025

I hereby give you notice that a meeting of the Finance Committee of Brenchley and Matfield Parish Council will be held at 10am on Wednesday 12th November 2025 at Matfield Pavilion. Members of the public are welcome to attend.

A handwritten signature in black ink, appearing to be "CB", is written above the name Chantal Brooks.

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**
- 4. Audits**
 - 4.1 Year End 31 March 2025 External Audit Report**
 - 4.2 Review of 24-25 Year End Internal Audit Report**
- 5. Finance and Governance Risk Register**
- 6. Review of s.106 funds available for drawdown**
- 7. Contracts**
 - 7.1 Update on Contracts and suppliers**
 - 7.2 Update on Utilities**
- 8. Review of Direct Debits/Standing Orders**
- 9. Bank Accounts**
 - 9.1 Unity**
 - 9.2 CCLA**
- 10. Income**
- 11. Fees and Licences**
 - 11.1 Matfield Pavilion regular users**
 - 11.2 Pavilion Hire Fees**
 - 11.3 Allotment Fees**
- 12. Budget Monitoring**
- 13. Draft Budget and Precept 2026/27**
- 14. Date of next Meeting: Spring 2026**