



COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH
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To Councillors: - Astley, Claydon, Plumb, Staines & Walsh

YOU ARE SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE

on Thursday **25 February 2021** at **7.30pm**

The meeting will be held remotely using Zoom video conferencing

THE PRESS AND PUBLIC ARE WELCOME TO ATTEND AND SHOULD CONTACT THE RFO VIA EMAIL (finance@coggeshall-pc.gov.uk) NO LATER THAN 1PM ON THE DAY OF THE MEETING TO RECEIVE A COPY OF THE JOINING INSTRUCTIONS. IN VIEW OF THE NATURE OF THE DISCUSSIONS PARTS OF THE MEETING MAY NEED TO BE CLOSED TO THE PRESS AND PUBLIC TO DISCUSS CONFIDENTIAL STAFFING AND SALARY MATTERS

A G E N D A

Agenda Number	Agenda Item	Appendix Number
FIN 21/01	Those present and apologies for absence	
FIN 21/02	Councillors Declarations To receive any disclosable pecuniary interest, other interests, or non-pecuniary interests to items on this Agenda.	
FIN 21/03	Minutes of previous meetings. To approve the minutes of the Finance Committee meeting of 17 December 2020	App 1
FIN 21/04	Public Participation session with respect to Agenda items and other matters of mutual interest. The maximum time allowed for this item is 15 minutes.	
FIN 21/05	To receive a report from the Responsible Financial Officer's and agree any actions required: - <ul style="list-style-type: none">• Precept request submitted and acknowledged• Banking arrangements• Maturing Lloyds Bank fixed term deposit – 23 March 2021	
FIN 21/06	To receive an update from the Responsible Financial Officer on the current year Budget	App 2
FIN 21/07	To review and recommend to Full Council approval of the 2021-2022 Risk Assessment	App 3 / 3i
FIN 21/08	To consider and recommend to Full Council approval of the Internal Controls Review – year end 31 March 2021	App 4
FIN 21/09	To undertake the annual review of the Council's Financial Regulations	App 5

FIN 21/10	To discuss and agree the recommendation to Full Council of the appointment of the Internal Auditor for the 31 March 2021 year end audit	App 6
FIN 21/11	To undertake the annual review of the Council's Regular Payments	App 7
FIN 21/12	To review and recommend to Full Council approval of the Council's Investment Strategy	App 8
FIN 21/13	To undertake the annual review of the Council's Expenses Policy	App 9
FIN 21/14	To review and approve Staff and Councillor expenses paid	App 10
FIN 21/15	To review and approve Petty Cash transactions in relation to Employee and Councillor expenses	App 11
FIN 21/16	To note and retrospectively agree 2 grant applications made to Braintree District Council	App 12 & 13
FIN 21/17	Items for next Agenda	
FIN 21/18	The Chairman to close the meeting	

Steve Marriott

Steve Marriott
Responsible Finance Officer
Coggeshall Parish Council

18 February 2021