



Coxheath Parish Council Finance Committee Meeting

**Members are hereby summoned, and notice is given that the next meeting of the
Finance Committee**

**will be held on Thursday 13 November 2025 at 7pm
in the Parish Council Office, Coxheath Village Hall.**

All meetings are open to the press and public.

Louise Goldsmith

Louise Goldsmith, Locum Clerk to Coxheath Parish Council

7 November 2025

AGENDA

- 43/25 Administration**
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 44/25 Apologies for absence, Declarations and Dispensations**
a) Apologies for absence
b) To receive Declarations of Interest in respect of matters contained in this agenda.
Disclosable Interests: Under the Localism Act 2011.
Other Significant Interests: Under the Code of Conduct adopted by the Parish Council.
Other Interests: not required to be disclosed under (a) and (b) but voluntary announcements made only for transparency reasons.
c) Requests for Dispensations.
- 45/25 Minutes of the last Meeting**
To consider the minutes of the meeting held on the 20 October 2025 and if in order to authorise the Chair to sign as a true and accurate record.
- 46/25 Open Session:** No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration.
Councils cannot lawfully decide any business not specified on the agenda³
a) To comment on Agenda items
b) To raise new issues with the Parish Council
- 47/25 Finance Committee Terms of Reference**
To review.
- 48/25 Dates of Future Meetings**
To agree.
- 49/25 Bank Mandates**
a) NatWest Bank mandate: To receive an update
b) Unity Trust Bank mandate: To receive an update
- 50/25 Investment Strategy/Reserves Policy**
a) To review a draft Reserves Policy
b) To review a draft Investment Strategy Policy

- 51/25 Internal Audits**
- a) Extraordinary Interim Internal Audit
 - b) Internal Audit for the year ending 31 March 2025
- 52/25 Contracts/Hire Agreements**
- a) Grounds Maintenance Contract
 - b) Football Pitch Hire Agreement and Charges
- 53/25 Finance**
- a) Accounting Package: To discuss.
 - b) Accounts for 2025-2026: To receive an update
 - c) Bank Reconciliation: To receive
- 54/25 Asset Register**
- a) To review the current asset register
- 55/25 Pension Regulator/HMRC**
- a) To agree the payroll arrangements for the new Clerk/RFO
 - b) Government Gateway Access/HMRC
- 56/25 S106 Allocations and Projects:**
To discuss and review.
- 57/25 Draft Budget 2026/2027**
To discuss.
- 58/25 Confidential Items**
- 59/25 Date of the Next Meeting: TBC**