

LYMINGE PARISH COUNCIL

FINANCE AND ADMINISTRATION COMMITTEE

**THIS IS THE AGENDA FOR
A MEETING OF THE ABOVE PARISH COUNCIL COMMITTEE TO BE HELD ON
MONDAY 29TH APRIL IN LYMINGE METHODIST CHURCH
STARTING AT 6:30PM.
YOU ARE HEREBY SUMMONED TO ATTEND.**

1. Election of a chair or vice-chair:

- To receive nominations for the office of chair for this meeting.

2. Welcome, apologies and declarations of interest

A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted.

A member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote.

A member who declares a voluntary interest will be allowed to speak and vote on the matter should they wish.

3. Minutes:

- To approve the minutes of 5 February and 4 March 2024.

Finance

4. Management accounts:

1. April 2023 – March 2024 end of year actuals vs budget
2. Bank reconciliation as of 31.03.24 – to approve
3. Payment schedule (see agenda pack) – For consideration

Administration

5. Human Resources

- To consider the costs and benefits of hiring a HR company and to agree a recommendation for Full Council.

6. Policies

1. Financial Regulations – to consider and agree a recommendation for Full Council.

7. Exit interviews

- To consider conducting exit interviews for councillors who decide to resign from the council.

8. Grounds Maintenance

- To consider the quote given for the Lyminge Village Hall grounds and decide on the appropriate action.

9. Correspondence

1. To acknowledge the Speedwatch group report

10. Date of next meeting: June 3rd 2024

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Signed: Chani Sanger – Proper Officer of Lyminge Parish Council