



## Congresbury Parish Council

Orchard House  
The Old School Rooms  
Station Road  
Congresbury  
BS49 5DX

Chairman: Cllr Jane Clarke  
Clerk: Nicky Andrews  
RFO: Gemma Palmer

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**All Council meetings are open to the  
public and press**

**TO: All Members of the Finance Committee**

**18<sup>th</sup> April 2024**

Dear Councillor,

You are summoned to a meeting of the **Finance Committee of Congresbury Parish Council** in the St Andrews Room, the Old School Rooms, Station Road, Congresbury, on **Wednesday 24<sup>th</sup> April 2024 at 7.30pm**. The meeting will consider the items set out below.

*At the start of the meeting there will be a public participation session to enable the people of Congresbury to address the Council on any issue, subject to time available. Each speaker will be limited to a period of up to five minutes with a maximum total time of 15 minutes.*

**Emergency Evacuation Procedure for the Old School Rooms is the car park entrance.**

*Nicky Andrews*

Nicky Andrews  
Parish Clerk

## A G E N D A

- 1. To receive apologies for absence**  
To receive any apologies for absence and to approve the reasons given.
- 2. Public participation**  
The Chairman of the Committee will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion).
- 3. Declarations of Interest**  
Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the Parish Council's Code of Conduct and to consider any requests from members for Dispensations.
- 4. Budget 2023/24**  
Members to review and consider the budget as at 31<sup>st</sup> March 2024
- 5. Reserves Policy and Investment Strategy**  
Following internal auditor recommendation, Cllrs to consider a reserves policy for level of general reserves required, and review and update the investment strategy.
- 6. Congresbury Community Library**  
To review proposals and establish a financial plan
- 7. Conditions of hire of OSR**  
To consider deposit(s) and other financial matters within this document, and on the parish website
- 8. Unity Trust Bank card payment system in Parish office**  
To consider the potential set up implications and running cost(s)/booking fee(s)
- 9. Additional expenditure for 2024/25**  
Members to review recent price increase of cleaning rates and annual subscription for Microsoft 365
- 10. Non-payment of room hire**  
To review and consider next step(s)
- 11. Next Finance meeting**