



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

<<29th July 2025

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 **Monday 4th August 2025 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 elect a chair for the year 2025/26**
- 2. To receive apologies for absence**
To receive any apologies for absence and to approve the reasons given.
- 3. Public participation**
The Chair 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).
- 4. 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.
- 5. Annual Governance and Accountability Return (AGAR)**
Members to note year-end accounts for 2024/25, submitted to the external auditor within the statutory deadline
- 6. Budget**
Members to consider Budget as at 30th June 2025
- 7. Considerations of additional Bank Account(s)**
RFO to provide update of action taken, following the February 2025 Finance Committee and Full Council meetings.
- 8. Volunteers Policy**
Members to review volunteers' policy and consider the procedure for purchase reimbursements.
- 9. Online booking system**
RFO to provide update of action taken, following the February 2025 Finance Committee and Full Council meetings.
- 10. Office mobile phone and contactless card reader**
Members to consider option of a mobile phone for Parish Office and compatibility with contactless card reader options. For APPS to be stored and used, when necessary, to allow hirers to make contact outside of office hours (in an emergency), take electronic payments at the Parish office and have a camera functionality.
- 11. Next Finance meeting**
Date to be confirmed