

BRAMHOPE & CARLTON PARISH COUNCIL

To Members of the Finance & Administration Committee

You are summoned to a meeting of the Finance & Administration Committee, which will be held at 6.00pm on the 12th September 2023 at Bramhope Village Hall, Old Lane, Bramhope, LS16 9AZ for the purposes of transacting the following business.

AGENDA

1. **To receive apologies**
2. **Declarations of disclosable pecuniary interest or other interests**
3. **Public Participation (10 Mins)**
Public Participation (10 mins) Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Council. However, they may not speak during the remainder of the meeting unless specifically invited to do so by the Chair.
4. Review of standing orders and finance procedures in relation to changes in procurement thresholds and the JPAG Practitioners Guide
5. To discuss and agree the appointment of an internal auditor for 2023/24.
6. To receive the budget year to date figures and estimated year end forecast for 2023/24.
7. To review the financial position in relation to CIL funds and the costs to either extend and refurbish, or refurbish only, the pavilion and formulate recommendations for Full Council.
8. Clerks Report
9. To receive the annual grant application form from Bramhope Village Hall and formulate recommendations for Full Council.
10. To receive the annual grant application form from Bramhope in Bloom and formulate recommendations for Full Council.
11. **Any items for discussion at a future meeting**
10.1 To complete the annual review of the Standing Orders and Financial regulations
10.2 To receive the first draft of the 2024/25 budget and three year forecast.
10.3 To receive the forecast year end figures for 2023/24
12. **Date of next meeting**
Date of next meeting 17th November 2023 at 6.00pm