

12<sup>th</sup> June 2025

**To Members of the Treverbyn Parish Council Finance and General Purposes Committee**

Dear Councillor,

You are hereby summoned to attend a **Finance and General Purposes Meeting** of Treverbyn Parish Council to be held at the Parish Offices, Rockhill Business Park, Higher Bugle, PL26 8RA on **Tuesday 17<sup>th</sup> June 2025 commencing at 7:00pm** for the purpose of transacting the business stated in the agenda below.

Given under my hand,

*D. R. Hawken*

Mr Darren R. Hawken  
(Clerk and Responsible Finance Officer)

**Note:** Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), the Council is unable to make any decision on matters not listed within the agenda.

Under the Local Government Act (LGA) 1972 s101, supported by Regina V Secretary of State for the Environment ex parte London Borough of Hillingdon 1986 case law, no one councillor can make a decision on behalf of the Council.

1	<b>Election of a Chairman for 2025/2026</b> To elect a Chairman
2	<b>Election of a Vice-Chairman for 2025/2026</b> To elect a Vice-Chairman
3	<b>Apologies for Absence</b> To receive apologies for absence and note apologies not received
4	<b>Declarations of Interest</b> <ul style="list-style-type: none"> <li>a) <i>Pecuniary Interests</i>: To receive Declarations of Pecuniary Interests as declared on the Register of Interests.</li> <li>b) <i>Non-registerable Interests</i>: To receive Declarations of Non-registerable Interests.</li> <li>c) <i>Dispensations</i>: The Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.</li> <li>d) <i>Gifts &amp; Hospitality</i>: To declare any gifts or hospitality in line with the Council's Code of Conduct.</li> </ul>
5	<b>Public Participation</b> To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given
6	<b>Expenditure</b> To resolve to approve any urgent expenditure items
7	<b>Internal Control</b> To receive a verbal recommendation from the Clerk relating to internal financial control and to resolve and action required.
8	<b>Policies and Procedures</b> To receive the proposed new Finance and General Purposes Terms of Reference and subsequently agree its text before adoption by Full Council
9	<b>Accounts</b> To receive, note and review the accounts from the start of the new fiscal year and to resolve any action required.
10	<b>Clerk's Items</b> To receive information on various items of financial interest, including any recommendations and resolutions that may arise from items discussed.

11	<b>Asset Management</b> To receive an update on maintenance, repairs, acquisitions, or disposals
12	<b>Finance and General Purposes Correspondence</b> To receive details of, and consider, correspondence including
13	<b>Any other Finance and General Purposes Items</b> To receive, in writing, any other Finance and General Purpose items that are in requirement of being raised.
14	<b>Confidential Matter(s)</b> To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted  END