

17th June 2026

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 23rd June 2026 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. Election of Chairman

To elect the Chairman of the Finance and General Purposes Committee for the 2026/27 Municipal Year.

2. Election of Vice-Chairman

To elect the Vice-Chairman of the Finance and General Purposes Committee for the 2026/27 Municipal Year.

3. Apologies for Absence

To receive apologies for absence and note apologies not received.

4. Declarations of Interest

a) *Pecuniary Interests* – To receive declarations of pecuniary interests as declared on the Register of Interests.

b) *Non-Registerable Interests* – To receive declarations of non-registerable interests.

c) *Dispensations* – The Clerk will consider and report on any requests for dispensation in accordance with the Council's Code of Conduct.

d) *Gifts and Hospitality* – To receive declarations of gifts and hospitality in accordance with the Council's Code of Conduct.

5. Public Participation

To hear from members of the public who wish to make representations, answer questions or 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 may direct that a written or oral response be given.

6. Minutes of the Previous Meeting

To receive and resolve to adopt the minutes of the meeting held on 24th March 2026.

7. Expenditure

To consider and approve any urgent expenditure items within the Committee's delegated powers and to consider items for recommendation to Full Council.

8. Accounts

To receive and review the financial position since the previous meeting, including the Current Account, General Reserves and Earmarked (Restricted) Reserves, and to resolve any action required.

9. Internal Controls

To appoint a Committee member to undertake quarterly bank reconciliation verification alongside the Clerk.

10. Financial Risk Register

To review the Council's Financial Risk Register and consider any amendments or actions required to mitigate identified risks.

11. Maintenance Service Provision

To receive a verbal update on the appointment of a Maintenance Contractor and to make a recommendation to Full Council.

12. Internal Audit Review

To receive and consider the Internal Auditor's report and determine any actions required in response to the recommendations and observations contained therein.

13. Budget Monitoring Report

To receive a verbal update from the Clerk regarding the introduction of a quarterly budget monitoring report to the Committee, commencing from the next meeting.

14. Clerk's Items

To receive information on matters of financial and administrative interest and to consider any recommendations arising therefrom.

15. Asset Management

To receive an update regarding Council assets, including maintenance, repairs, acquisitions and disposals and to consider any action required.

16. Finance and General Purposes Correspondence

To receive and consider correspondence relevant to the remit of the Committee and requiring its attention.

17. Confidential Matter(s)

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 any live streaming and recording cease during consideration of the following item(s), on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

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