



## Studley Parish Council

Parish Office, Village Hall  
High Street, Studley  
Warwickshire  
B80 7HJ

Telephone: 01527 853204  
[clerk@studleyparishcouncil.gov.uk](mailto:clerk@studleyparishcouncil.gov.uk)  
[www.studleyparishcouncil.gov.uk](http://www.studleyparishcouncil.gov.uk)

### NOTICE OF MEETING

**The Finance Committee meeting will be held on  
Tuesday 23<sup>rd</sup> April 2024 starting at 6pm  
in the Council Chamber, Studley Village Hall, High Street B80 7HJ**

**Members of the Finance Committee are hereby summoned to attend the meeting.**

Signed

*Liza Rose*  
Clerk & RFO

Date 18th April 2024

#### AGENDA

1. **Welcome from the Chairman.**
2. **Apologies**  
To receive apologies from absent members and record the reason for absence.
3. **Declarations of Interest**  
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -
  - a) Keep their Register of Interests form up to date
  - b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda, and the nature of those interests.
4. **To record any grant of dispensation following declaration of DPI or ORI**  
Any member with a DPI or ORI may seek dispensation to remain in the meeting, speak and vote. Such request must be submitted to the Clerk in writing before the meeting starts.
5. **Public Forum**  
Members of the public are welcome to address the committee with regard to items on the agenda or for consideration at future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person; the forum will last for no longer than 15 minutes subject to the Chairman's discretion.
6. **Approval of draft minutes from previous meeting**  
Draft minutes of the committee meeting held 6<sup>th</sup> February 2024 and 5<sup>th</sup> March 2024 – [Found here](#) .
7. **For discussion and agreement**
  - a) To review current spend against the 2024-25 budget.
  - b) To agree and review the Risk Management Policy – circulated separately.
  - c) To agree and review the current Risk Register Assets – circulated separately.

- d) To agree a date for the bookkeeping quarterly review.
- e) To review and make recommendation to Full Council where necessary to increase the value from £5000 which the Finance Committee can consider and amend the Finance Committee Terms of Reference – circulated separately.

**8. Responsible Finance Officer's Report**

- a) To note that asset inspections are underway which will link in with the Internal Audit report, once released.
- b) To note that the office are investigating procedures for the monitoring of tender maintenance contracts.

**9. To note the date and time of the next Finance Committee Meeting – TBA**