

**Agenda** for the Meeting of Creech St Michael Parish Council Finance  
Committee to be held at Creech St Michael Village Hall on  
**Monday 17 July 2023 at 7.00pm**

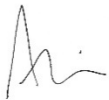
Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose. Although not a requirement to do so, prior notification to the Clerk and RFO by noon the previous Friday would enable a full response when appropriate to be given.

Members of the public will be able to participate informally from 7.00pm to allow discussion/comment of agenda items. Those wishing to address the Council during the meeting must make the Chair aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Chair of their intentions so that the appropriate arrangements can be made.

To all members of **Creech St Michael Parish Council Finance Committee.**

You are summoned to attend the Meeting of Creech St Michael Parish Council Finance Committee to be held in the Cartwright room of Creech St Michael Village Hall, on Monday 17 July 2023 at 7.00pm when the following business will be transacted.

Yours faithfully



**Andrew Williams**

Clerk and RFO

**AGENDA**

1. **Chair's Welcome**
2. **Community Question Time**

This provides an opportunity for members of the community (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting the Parish of Creech St Michael. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration at another time.

3. **To receive any apologies for absence.**
4. **Declarations of Interests.**
  - 4.1. **Declarations of Individual Members**

## 4.2. Dispensation Request

5. To approve the minutes of the meeting held on the 25 May 2023. [P] [M] [CLERK]

### Items for Decision

6. **Internal Audit Action Plan** – to identify the key elements to be included in the internal audit action plan. [P] [M] [CLERK]
7. **Risk Register** – to review and approve the draft risk register for 2023/24. [P] [M] [CLERK]
8. **Bank Reconciliation Quarter One** – to receive and approve the bank reconciliation for the quarter ending 30 June 2023. [P] [M] [CLERK]
9. **VAT Registration** – to delegate authority to the Clerk and RFO to commence the process of VAT registration with HMRC, including sourcing options for a digital accounting application. [M] [CLERK]
10. **Budget Review** – to review the current position against budget and propose any changes to the proposed expenditure for 2023/24. [M] [CLERK] [LINK]

### Other Matters

11. **Correspondence**
- 11.1. To consider any correspondence received that Councillors wish to raise that has already been circulated. [CLLRS.]
- 11.2. To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish Council Committee. [P] [CLERK]
12. **New Matters to be Carried Forward**  
Councillors may raise an item for consideration by the Chair.
13. **Council to Decide if to Exclude Members of the Public and Press for the Following Item(s)**  
[M]

[M] Vote Required [P] Paper Included [O] Link to Online Material

Please note that meetings may be recorded by CSM PC. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore, unless you are advised otherwise, by attending the Council Meeting and/or speaking during Public Question Time you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this, please contact the Clerk and RFO.

This meeting will be broadcast live via an internet streaming service to allow for wider public participation in the event. By attending the Council Meeting and/or speaking during Public Question Time you are consenting to being broadcast via the Zoom platform. If you have any queries regarding this, please contact the Clerk and RFO.

Andrew Williams, CSM PC, Clerk and RFO, 07708680797, Email [clerk@creechstmichael.net](mailto:clerk@creechstmichael.net)

The next Parish Council Meeting is 04 September 2023.

