LOOSE PARISH COUNCIL

CLERK: Nicky Bourne
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Dated: 27 October 2026

An extraordinary meeting of the Loose Parish Council FINANCE & ADMINISTRATION (F&A) COMMITTEE will be held at the Loose Parish Pavilion, King George V Playing Field, ME15 9RG on Monday 2 November 2026 at 7.30pm

The following is for Councillors and members of the public to note prior to the meeting:

- **If first meeting in the Pavilion, members of the public and Councillors to be informed by the Chair of what to do in the unlikely event of a fire taking place.**
- **The Chair will also mention to members of the public that due to an amended Public Bodies (Admission to Meetings) Act 1960, those persons in attendance may be filmed, recorded, photographed or otherwise reported about.**
- **Members of the public wishing to speak should make themselves known to the Chair, and will only be allowed to speak for three minutes' maximum, unless it refers to an agenda item requiring matters to be discussed 'in depth', and in which case to be agreed by the committee. This will be strictly controlled.**
- **Standing Order 2 Disorderly Conduct "No person shall obstruct the transaction of business at a meeting or behave offensively or improperly"**

AGENDA

1. **To receive and record any apologies for absence.**

2. **To receive and agree any decision regarding any item to be taken as confidential.**

3. **To receive any declarations of pecuniary interest or other significant interest on items on the agenda.**
   (In accordance with the LPC Code of Conduct adopted on 17 June 2019 (paragraphs 12-16 and Appendices A & B) and LPC Standing Orders Section 13).

4. **To receive any signed dispensation requests for any item on this agenda.**
   Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved (see dispensation form). This follows the agreement made by the LPC at the meeting held on 17 July 2017 (item 17).

5. **To agree and sign as a correct record the minutes of the Finance and Administration meeting on 24 August 2026 (Pages 256-259).**

6. **To receive any questions/comments from the public if in attendance or from the Clerk/ Responsible Finance Officer (RFO).**

7. **To review deposit account information and make any necessary decisions.**

8. **To review the asset register.**

9. **To review regular payments.**

10. **To review the internal auditor arrangements and make any necessary decisions.**

11. **To review the following policies and make any necessary decisions**
    a. **Draft Grants and Donations policy**
    b. **Procedures for Authorisation of Payments policy**

12. **To examine the up-to-date financial position including ear-marked reserves.**

13. **To prepare for budget setting and make any necessary decisions.**

14. **Financial risk - to review and discuss any risk management issues with regards to finance.**

15. **Publications/website/social media - to discuss any matters generally and make any necessary decisions.**

16. **To discuss any other matters for information only.**

17. **Date of next meeting 11 January 2027.**