



## LOOSE PARISH COUNCIL

CLERK: Nicky Bourne

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Dated: 6 January 2026

### A meeting of the Loose Parish Council

#### FINANCE & ADMIN COMMITTEE

**will be held at the Loose Parish Pavilion, King George V Playing Field  
on Monday 12 January 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 Chairman of what to do in the unlikely event of a fire taking place.
- The Chairman 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 Chairman, 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 on items in the agenda.  
(In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest. (As agreed by LPC 21 Jan 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 the 17 July 2017- (item 17)).
5. To agree and to sign as a correct record the minutes of the F&A meeting on 7 July 2025  
(Pages 247-250).
6. To receive any questions/comments from the public if in attendance or from the Clerk.

**7. Reconciliation of bank accounts.**

To reconcile the bank account balances to the accounts and bank statements, and to sign the bank statements as confirmation.

**8. To agree to recommend the precept, to be approved by the LPC at the meeting scheduled for the 19 January 2026.**

**9. Examination of the finance position & RFO Reports:**

- a. To discuss the up to date financial position for the Parish Council and make any necessary decisions.
- b. To authorise any bank transfers as relevant.

**10. To review and discuss any risk management issues with regards to finance, and make any necessary decisions.**

- a. To receive an update on the Internal Auditor arrangements

**11. Publications/website/social media:**

- a. To review the Finance pages on the website.
- b. To discuss any matters generally and make any decisions as relevant.

**12. To ratify any Round Robin decisions since 7 July 2025.**

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

**14. Date of next meeting 13 April 2026.**