



I hereby give notice that a meeting of the Finance Committee will be held on **Monday 29th April 2024** at **The Pavilion, Rogate Village Hall** commencing at **7.00pm**.

Members of the public are welcome.

Chairman: Adrian Collins

www.rogateparishcouncil.gov.uk

Clerk: Debbie Harknett

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clerk@rogateparishcouncil.gov.uk

- 1) **Recording of the meeting** – to be noted
- 2) **Apologies for absence**
- 3) **Declarations of interest**
- 4) **Minutes of last meeting** – to approve the minutes of the meeting held on 25th March 2024 as a true record.
- 5) **Representations from the Public** (15 mins total-max 3 mins per person)
- 6) **Chairman's report**
- 7) **Review of expenditure against budget 2023/24 and annual financial return**
- 8) **Pre-payment card update**
- 9) **Laptop security software**
- 10) **Zoom/Teams/Microsoft 365 - update**
- 11) **Policy review - Finance Committee terms of reference**
- 12) **Date of next meeting** - to confirm the date of the next Finance Committee Meeting that is scheduled on **Monday 30th September 2024** at 7.00pm at Rogate Village Hall Pavilion.