



TAKELEY PARISH COUNCIL

The Old School Community Centre, Brewers End, Takeley, CM22 6SB

www.takeleyparishcouncil.co.uk

Julia Potter

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All members of the **FINANCE COMMITTEE** are summoned to attend a **FINANCE MEETING** to be held via **VIDEO-CONFERENCE CALL** on **THURSDAY 29th APRIL 2021 AT 10AM** for the transaction of the business as set out below.

Item	Business
21/F-01	Note and approve apologies for absence.
21/F-02	Declaration of interest for this meeting.
21/F-03	Approve minutes of the meeting held on March 25 th 2021
21/P-04	Receive statement and agree payments – appoint authorisers. Details previously circulated to members.
21/P-05	Note internal audit scheduled for May 7 th – Mike Letch Year End cashbook and associated budget performance files previously circulated to members.
21/F-06	Approve employee 2 to be paid on a 20 hours a week basis from April 26 th 2021 until appointment of a Clerk.
21/F-07	Agree accounting package for recommendation to Full Council.
21/F-08	Approve the cost of £180.81 to repair the window at The Old School Community Centre.
21/F-09	Discuss renewal of Zoom account and method of payment.
21/F-10	Discuss renewal of Dropbox account due on May 21 st 2021. Cost of £95.88 (inclusive of VAT).

The Public and Press are welcome to attend.

ZOOM joining instructions are available from the Clerk and will appear on the Parish Council website.