Village Hall
York Road
Earls Colne
CO6 2RN

24th July 2026

To: Members of Earls Colne Parish Council Finance and Internal Control Committee

You are hereby summoned to attend

THE PARISH COUNCIL FINANCE AND INTERNAL CONTROL COMMITTEE MEETING
TO BE HELD AT THE VILLAGE HALL (CHAMBER)
ON TUESDAY 4TH AUGUST 2026 AT 5.00 PM

for the purpose of transacting the following business

S Gaeta

Clerk to the Council

AGENDA

1. **Apologies for Absence**

2. **Declarations of Interest (existence and nature)** with regards to items on the Agenda. Councillors are reminded that the code of conduct provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

3. **Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest. *3 minutes per person; 15 minutes max*

4. **Purpose, Scope and Working Arrangements of the Committee**
   (a) To consider and agree the role of the committee, including its scope of responsibility, reporting arrangements, meeting frequency and format.
   (b) To review the Terms of Reference and recommend any changes to Full Council for adoption

5. **Financial Monitoring**
   (a) To receive and sign the Quarter 1 bank reconciliations.
   (b) To note the submission of the Quarter 1 VAT return.
   (c) To review Quarter 1 income and expenditure against the approved budget, noting any significant variances and making recommendations to Full Council as necessary.
   (d) To implement a review of an Internal Control Process on a monthly basis.

6. **Internal Control**
   To review the Statement of Internal Control for recommendation to Full Council for adoption.

7. **Committee Work Programme**
   To consider and agree the committee's work programme for the remainder of the financial year including where appropriate:

- Quarterly bank reconciliations
- Quarterly budget monitoring
- Monthly review of a specific Internal Control process
- Mid-year budget review
- Review of earmarked reserves
- Review of investments and banking arrangements
- Financial Regulations (annual review)
- Asset Register (annual review)
- Insurance
- Risk Management
- Internal Audit recommendations and action tracking.

8. Date of Next Meeting