



# BEMBRIDGE PARISH COUNCIL

5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN  
Tel: 01983 874160

Dear Councillor,

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Committee Members are summoned to attend a **MEETING of the Finance & Governance Committee** to be held at 11:00am on Tuesday 25<sup>th</sup> June 2024 at the Bembridge Parish Office. Members of the public have a right to and are invited to attend. Please note this meeting may be recorded (audio).

Mark Rochell, Clerk and Responsible Financial Officer to the Council

19<sup>th</sup> June 2024

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**Committee Members:** Cllr Brabazon, Cllr I Davis, Cllr M Humphray, Cllr P Kenny, Cllr J Lake, Cllr G Stoddart-Stones, Cllr L White

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**Public Forum:** Members of the public are invited to speak on items on the agenda in accordance with Standing Orders. Answers may be given during the meeting or in writing following the meeting. At the chairman's discretion, members of the public may be invited to speak on specific items during the meeting. (Please introduce yourself when addressing the Council.)

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## Agenda

1. **Election of the Chair and Vice-Chair of the Committee**

- 1.1. To elect the Chair of the Committee for 2024-25.
- 1.2. To elect the Vice-Chair of the Committee for 2024-25.

2. **Apologies for Absence**

To receive apologies for absence.

3. **Declarations of Interest**

To receive declarations of pecuniary or other interests relating to items on agenda.

4. **Minutes of the Last Meeting**

To receive for approval minutes of the Finance & Governance Committee meeting held on 7<sup>th</sup> March 2024.

5. **Bank Reconciliations and List of Transactions**

To receive and recommend to Full Council for approval:

- i). Transactions list up to 1<sup>st</sup> June 2024.
- ii). Bank Reconciliations up to 1<sup>st</sup> June 2024.

6. **Lengthsmen's timesheets**

To note the Lengthsmen's timesheet spreadsheet for March.

7. **Insurance**

To discuss and review insurance claims for recent accidental damage to car windscreens.

**8. Small Grant Applications**

To review and make recommendations to Full Council regarding small grant applications.

8.1 Bembridge Flower Festival

8.2 Bembridge Ukelele

8.3 First Act

8.4 IWPantries

**9. Staff Hours**

To confirm working hours of Debbie Glover as 5 hours per day 09:00 – 14:00  
Monday – Wednesday.

**10. Cost Contribution request from BYFC**

To consider request for contribution towards awards ceremony screen costs from Bembridge Youth Football Club.

**11. CCTV**

To consider and agree quote for improvements to CCTV operations at Village Hall.

**12. Adobe Acrobat Pro Licences**

To discuss and review decision made by Staffing & Finance Committee on 12<sup>th</sup> April 2022 (Minute No 4.c.) to purchase 3 Adobe Pro Licences for the office.

**13. Sub-Committees**

To agree to form two new Sub-Committees as follows:

13.1. Assets and Estates Sub-Committee

13.2. Steyne Park Sub Committee

**DATE OF NEXT MEETING** – Tues 23<sup>rd</sup> July 2024 11:00am