

WITTERING PARISH COUNCIL

www.witteringparishcouncil.com

Parish Clerk:

Ruth Demagalski
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All Members of the Finance Subcommittee are hereby summoned and required to attend a meeting at 19.30 on Wednesday, 09 September 2026 in the Parish Hall, Wittering, PE8 6BD

AGENDA

Item No	
26(09)01F	Chair's Welcome and Reason for Meeting
26(09)02F	In Attendance and Apologies for Absence
26(09)03F	Declaration of Interest
26(09)04F	Updates and Discussions on: a) Appointment of Chair for subcommittee to be proposed, seconded and agreed. b) Outcome and further actions of Clerk's meeting on 07/09 with internal auditor regarding result of PKF Littlejohn's external audit queries. c) Discussion regarding Section 137 donation to football clubs re outstanding utility bills and line marking. Agreement in principle. d) Fixed Asset Register and Fixed Asset Register (agree Draft for publication after full council meeting). e) Insurance – Buildings Cover update by Clerk/RFO f) Revaluation of WPC Buildings update by Clerk/RFO g) Update on Scribe implementation and training by Clerk/RFO

	h) Review of Financial Regulations and Reserves Policy (urgent documentation required as per internal auditor meeting on 19/08). i) Agree budget setting process in preparation for Precept application. j) Keyholder contractor of employment/self-employment – next steps to be agreed and date for completion.
26(09)05F	Correspondence: • Email from external auditor 01/09 (Wittering Parish Council CA0295 - review of AGAR Form 3) • Draft Fixed Asset Register • Draft Fix Asset Policy • Draft Financial Regulations • Draft Reserves Policy • What's included under Municipal Infrastructure Insurance
26(09)06F	Date of Next Meeting (time and location to be advised)

Ruth Demagalski, Wittering Parish Clerk and Responsible Finance Officer