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**LEGAL AND FINANCE COMMITTEE**

**MEETING TO BE HELD ON 25<sup>th</sup> March 2024 at 7.30pm, Council Chambers, Suite 3, 4 The Limes**

Councillors are summoned to attend the above meetings to deal with the following business.

Members of the public and press are warmly welcome to attend.

**Meeting ID: 810 5625 8560**

**Passcode: 979185**

Clerk to the Council

**AGENDA**

LF24/028	<b>Apologies for Absence – for noting but not approval</b>
LF24/029	<b>Announcements and Declarations of Interest</b>
LF24/030	<b>Public Participation Session</b> <i>15 minutes maximum (to be divided equally between those wishing to speak)</i>
LF24/031	<b>To approve the Minutes from the last Meeting held on 26<sup>th</sup> February 2024</b>
LF24/032	<b>Matters Arising for Report / Information Exchange (not for resolution)</b>
LF24/033	<b>To consider any grant applications received</b> <ul style="list-style-type: none"> <li>• Ingatestone Allotment Association</li> <li>• Ingatestone Museum Trust</li> </ul>
LF24/034	<b>Practitioners Guide 2024</b> <ul style="list-style-type: none"> <li>• To discuss the changes and updates for the new Practitioners Guide and the implications for this council.</li> </ul>
LF24/035	<b>Internal audit</b> <ul style="list-style-type: none"> <li>• To confirm internal auditor for 2024</li> <li>• To receive a verbal report from Cllr McGuinness regarding the review of the council's accounting processes</li> </ul>
LF24/036	<b>Risk Management</b> Nothing tabled
LF24/037	<b>GDPR matters</b> Nothing tabled
LF24/038	<b>Finance and Payment approval</b> <ul style="list-style-type: none"> <li>• To approve new payments and receipts presented for February / March 2024</li> <li>• Profit and loss report for March 24</li> <li>• Review of budget tracker for 2023/24</li> </ul>
LF24/039	<b>Items for inclusion in the Next Agenda (not requiring resolution or action)</b>
LF24/040	<b>Chair to close the meeting</b> The next Legal and Finance Committee meeting - Monday 22 <sup>nd</sup> April 2024, 7.30pm in the Council Office, 4 The Limes, Ingatestone, CM4 0BE