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Description automatically generated **HIGHLEY PARISH COUNCIL**

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To: All members of the Revenue and Resources Committee, The Public and Press

You are summoned to attend a meeting of the **Revenue and Resources Committee** which will be held at Highley Parish Council Office at **6.30pm on Tuesday 8th July 2025** for the transaction of business as set out in the agenda below.

A. Palmer

Alison Palmer

Clerk to Highley Parish Council

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**Highley Parish Council Revenue & Resources Committee Agenda**

**Tuesday 8th July 2025**

**01.Apologies for Absence**

Members are asked to receive any apologies for absence.

**02. Declaration of Interest**

Declaration of any disclosable or pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest or other registerable interest, whether or not the interest is entered in the register of members interest maintained by the monitoring officer.

**03. Parishioners Question Time**

Members of the public who are electors of the parish of Highley are advised that they are welcome to ask questions about agenda items. If a question relates more generally to the business of the Council, advance notification is preferred in order to provide a more considered response. Verbal responses are not always possible, and so questions may receive a written reply. In accordance with Standing Order 1 (HPC/SO2024), questions should be related to matters of Parish Council policy or practice and not related to the individual affairs of either the questioner or another named person.

[*Clerks Note: The Chairperson for the Council will generally permit up to 15 minutes for public questions, each question being limited to 3 minutes*]

**04. Minutes**

To review the minutes of the Revenue & Resources Committee Meeting dated **Wednesday 27th November 2024**.

**05. To review spending and the first quarterly accounts against budget.**

Members are requested to attend quarterly meetings analysing expenditure over the financial year in preparation for the budget creation in November.

**06. To check bank statements against reconciliations.**

Members are requested to check bank statements against reconciliations.

**07. To check VAT claim.**

Members are requested to check the VAT claim.

**08. Next Meeting**To agree a date for the next quarterly meeting (early October 2025)