

***‘protecting and improving the quality of life***

***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Caroline Higgins**

**Chairman: Cllr Keith Keel**

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Committee Members: Cllrs Parkhurst, Clarke, Jones, Robinson; Breeze and Keel.

You are summoned to attend a meeting of the Finance Committee on Monday 10 July 2017 at 7.00 pm in the Memorial Hall.

**Caroline Higgins**

**Caroline Higgins**

**Clerk to the Council** 4 July 2017

# A G E N D A

F33.17 **TO ELECT A COMMITTEE CHAIRMAN AND VICE CHAIRMAN –** *To serve until the next Annual Council Meeting*

F34.17 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

F35.17 **DECLARATION OF INTEREST** - *Disclosure of any disclosable 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, whether or not the interest is entered in the register of members’ interests maintained by the Monitoring Officer*

F36.17 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – *To allow members of the public the opportunity to speak on an item listed on the Agenda up to a maximum of 3 minutes.*

F37.17 **MINUTES -** *To approve and sign the minutes of the Finance Committee meeting held on Monday 10 April 2017.*

F38.17 **CLERK’S REPORT &** **MATTERS ARISING -** *To receive an update on any actions taken or outstanding from the previous Finance Committee meeting held on Monday 10 April 2017 not arising elsewhere on the agenda.*

F39.17 **FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY –** *To note the position of financial cost centres compared to budgets at the end of the first financial quarter.*

F40.17 **BANK RECONCILIATION** - *To agree and sign the Bank Reconciliation for all accounts, including Petty Cash.*

F41 .17 **BANK ACCOUNT REVIEW** – *To review the distribution of Council funds and make specific recommendations for additional accounts for approval by Full Council, (in accordance with Financial Regulation 5.1); (Report to follow)*

*To review the control of electronic payments and consider recommending a two or three signature on-line authorisation system to mimic the authorisation of paper cheques (for approval of Full Council)*

F42.17 **REVIEW OF EARMARKED ACCOUNTS** *–To identify a target value and date for each existing project fund and confirm the parameters for expenditure of each fund. To identify any funds no longer required for their original purpose and reallocate them as appropriate*

FC43.17 **GRANT APPLICATION** *– To consider a grant application from the Bayston Hill Library Friends for matched funding to support the Children’s Summer Reading Challenge. (Details to follow)*

F44.17 **PAYMENTS** – *To approve and sign all payments due*

F45.17 **REVIEW THE FINANCE ROLLING PROGRAMME –** *To identify any actions requiring attention before the next meeting and delegate authority to the Clerk to deal with them as appropriate.*

F46.17 **EXCLUSION OF THE PRESS AND PUBLIC -** *To pass resolution to exclude the public under Public Bodies (Admission to Meetings) Act 1960, so as to discuss the following confidential matters.*

F47.17 **CONSIDERATION OF CONFIDENTIAL QUOTATIONS FOR SPORTS FIELD MAINTENANCE –** *To consider quotations for pitch improvements and authorise any grounds maintenance works required during the football close season*