

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

 ***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Emma Kay**

**Chairman: Cllr Fred Jones**

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Committee Members: Cllrs Parkhurst, Clarke, Jones, Gouge, Ms Candy and Keel.

You are summoned to attend a meeting of the Finance Committee on Monday 9 January 2017 at 7.30 pm in the Memorial Hall.

**Caroline Higgins**

**Caroline Higgins**

**Clerk to the Council** 3 January 2017

# A G E N D A

F1.17 **ELECTION OF VICE CHAIRMAN** – *To hold office until the elections in May 2017*

F2.17 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

F3.17 **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*

F4.17 **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.*

F5.17 **MINUTES -** *To approve and sign the minutes of the Finance Committee meeting held on Monday 17 October 2016. To note the minutes of the joint meeting with the Amenities Committee held on 14 November 2016.*

F6.17 **MATTERS ARISING -** *To receive an update on any actions taken or outstanding from the previous Finance Committee meeting held on Monday 17 October 2016 not arising elsewhere on the agenda.*

F7.17 **BANK REVIEW –** *Update on actions*

F8.17 **BANK RECONCILIATION** - *To agree and sign the Bank Reconciliation for all accounts, including Petty Cash.*

F9.17 **NETT POSITION BY COST CENTRE & CODE SUMMARY –** *To note the position of financial cost centres and approve any virement that may be considered necessary*

F10.17 **2017/18 BUDGET –**

* *To agree the required allocations of earmarked reserves carried forward into 2016/17 and forecast reserves to carry forward into 2017/18*
* *To review the provisional budget tabled at the full council meeting on 5 December 2016 and recommend any appropriate amendments for the approval of Full Council.*
* *To make a recommendation for the Precept for the approval of Full Council*

F11.17 **PAYMENTS** – *To approve and sign all payments due*

F12.17 **REVIEW OF COST CODE AUDITS -** *Review of benefits of Cost Code Audits within Committee meetings as compared to within monthly spot checks*

F13.17 **REVIEW THE FINANCE ROLLING PROGRAMME –** *To review the current finance rolling programme.*

F14.17 **5–YEAR STRATEGY** – *To agree dates for each Committee chair to meet with the Clerk to identify key issues, to enable a draft strategy to be developed for consideration in May 17*

F15.16 **ITEMS FOR NEXT MEETING**

F16.17 **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.*

F17.17 **CONFIDENTIAL MINUTES –** *To approve and sign the confidential minutes of the Finance Committee meeting held on Monday 17 October 2016*