

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

***for all Bayston Hill residents’***

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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 10 April 2017 at 7.30 pm in the Memorial Hall.

**Caroline Higgins**

**Caroline Higgins**

**Clerk to the Council** 3 April 2017

# A G E N D A

F18.17 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

F19.17 **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*

F20.17 **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.*

F21.17 **MINUTES -** *To approve and sign the minutes of the Finance Committee meeting held on Monday 9 January 2017.*

F22.17 **MATTERS ARISING -** *To receive an update on any actions taken or outstanding from the previous Finance Committee meeting held on Monday 9 January 2017 not arising elsewhere on the agenda.*

F23.17 **NETT POSITION BY COST CENTRE & CODE SUMMARY –** *To note the position of financial cost centres at the financial year end.*

F24.17 **BANK RECONCILIATION** - *To agree and sign the Bank Reconciliation for all accounts, including Petty Cash.*

F25.17 **FINANCIAL SPOT CHECKS** *– To note and approve an updated schedule of financial checks to be undertaken by members of the Finance Committee*

F26.17 **ASSET REGISTER** – *To note and approve the updated asset register as at 31 March 2017.*

F27.17 **FINANCIAL RISK ASSESSMENT –** *To review and update the financial risk management plan*

F28.17 **INSURANCE REVIEW** - *To note the arrangements for a review of Parish Council insurance, due for renewal in June.*

F29.17 **ANNUAL REPORT** *– To approve a draft financial report for inclusion in the Annual Report (to follow)*

F30.17  **TO REVIEW THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROLS**

F31.17 **PAYMENTS** – *To approve and sign all payments due*

F32.17 **REVIEW THE FINANCE ROLLING PROGRAMME –** *To review the current finance rolling programme and identify actions for completion*