

***‘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; Gouge and Keel.

You are summoned to attend a meeting of the Finance Committee on Monday 14 January 2019 at 7.00 pm in the Memorial Hall.

**Caroline Higgins**

**Caroline Higgins**

**Clerk to the Council** 4 January 2019

# A G E N D A

F32.18/19 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

F33.18/19 **DECLARATIONS 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*

F34.18/19 **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.*

F35.18/19 **MINUTES -** *To approve and sign the minutes of the Finance Committee meeting held on Monday 15 October 2018.*

F36.18/19 **CLERK’S REPORT &** **MATTERS ARISING -** *To receive an update on any actions taken or outstanding from the previous Finance Committee meeting held on Monday 15 October 2018 not arising elsewhere on the agenda.*

F37.18/19 **FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY –** *To note the position of financial cost centres compared to budgets at the end of the third quarter and consider any adjustments required.*

F38.18/19 **BANK RECONCILIATION** - *To agree and sign the Bank Reconciliation for all accounts, including Petty Cash to 30 December 2018, (to follow).*

F39.18/19  **BUDGET DISCUSSION –** To review the draft budget presented to Full Council on 28 November 2018 and consider any adjustments required. To make any appropriate recommendations for consideration and approval by Full Council on 28 January 2019 *(Note: it was agreed at the November meeting that this discussion will be open to all Council members, not only Committee members)*

F40.18/19 **PRECEPT RECOMMENDATION** – To consider and recommend a Precept based on the recommended budget.

F41.18/19 **APPOINTMENT OF FINANCIAL SPOT CHECKER** – To appoint a financial spot checker for the next 6 months and make arrangements for a handover

F42.18/19 **REVIEW OF DIRECT DEBITS**

F43.18/19 **REVIEW OF FINANCIAL RISK ASSESSMENT**

F44.18/19 **KEY FINANCIAL TASKS –** To review Key Financial Tasks calendar and identify actions arising

F45.18/19 **PAYMENTS** – *To approve and sign any payments due (list to follow)*

F46.18/19 **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.*

F47.18/19 **CONFIDENTIAL MATTERS** – To note publication of new pay scales for Clerks and pay award for 2019/20