

***‘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 16 October 2017 at 7.00 pm in the Memorial Hall.

**Caroline Higgins**

**Caroline Higgins**

**Clerk to the Council** 9 October 2017

# A G E N D A

F48.17 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

F49.17 **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*

F50.17 **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.*

F51.17 **MINUTES -** *To approve and sign the minutes of the Finance Committee meeting held on Monday 10 July 2017.*

F52.17 **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 July 2017 not arising elsewhere on the agenda.*

F53.17 **FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY –** *To note the position of financial cost centres compared to budgets at the end of the second financial quarter.*

F54.17 **BANK RECONCILIATION** - *To agree and sign the Bank Reconciliation for all accounts, including Petty Cash.*

F55.17 **CCLA PROPERTY FUND** – *To note the requirement for an Independent Financial Assessment to confirm suitability for the scheme and to approve the appointment of a suitable assessor.*

F56.17 **ANNUAL RETURN** *–To consider the comments of the external auditor and review the effectiveness of internal controls (see most recent review attached)*

F57.17 **PAYMENTS** – *To approve and sign all payments due*

F58.17 **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.*

F59.17 **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.*

F60.17 **CONSIDERATION OF CONFIDENTIAL QUOTATIONS FOR INTERNAL AUDIT SERVICES** (if available)