

Clerk to the Council/RFO: J Hodgkiss
Chairman: Cllr R Ruscoe

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Committee Members: Clarke (TC), A Price (AP), R Ruscoe (RR), P Stevens (PS), Teckoe (CT)
Chair, M Underwood (MU)

You are summoned to attend a meeting of the **Finance and Personnel Committee** on Monday 20th May 2024 at 7.15 pm at Lythwood Room, Bayston Hill Memorial Hall.



J Hodgkiss
Clerk to the Council

14th May 2024

A G E N D A

- F01.24/25 **ELECTION OF CHAIR**
The retiring Chairman (if present) shall preside over this item, which shall be the first business of the Committee. The Chairman will call for nominations and nominees shall indicate their willingness to stand.
- F02.24/25 **ELECTION OF VICE CHAIR**
- F03.24/25 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**
- F04.24/25 **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
- F05.24/25 **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.
- F06.24/25 **MINUTES**
To approve and sign the minutes of the Finance Committee meeting held on Monday 18th March 2024.

- F07.24/25 **BANK RECONCILIATION**
To note that the Bank Reconciliation for all accounts, including Petty Cash to 31 March 2024 has been checked & approved by Cllr. Clode.
- F08.24/25 **INTERNAL AUDITORS REPORT**
To receive and note the report from JDH Business Services for 2023/24.
- F9.24/25 **ANNUAL GOVERNANCE STATEMENT**
To review the Annual Governance Statement and recommend approval to Full Council. Committee is required to confirm its agreement with the statement of good governance with respect to the year 1 April 2023 – 31 March 2024 by 30th June 2024
- F10.23/24 **ANNUAL RETURN**
The Committee is required to review and confirm its approval of the Annual Financial Return for the period 1 April 2023 – 31 March 2024. Public inspection notice will be published Tuesday 4th June 2024, period of inspection to run from Wednesday 5th June 2024 to Tuesday 16th July 2024.
- F11.23/24 **RECRUITMENT DOCUMENTS AND TIMELINE**
To approve the job spec and adverts for the Handiperson and Cleaner posts and the timeline for recruitment.