

Wickham Parish Council

Finance Committee

Dear Committee Member

You are hereby summoned to attend a meeting of the above Committee to be held at Wickham Centre on Tuesday 3rd January 2017 at 7.45pm. The business to be transacted at that meeting will be:

- 1. To receive apologies for absence**
- 2. To receive declarations of interest on agenda items**
- 3. To adjourn meeting to allow participation by members of the public**
- 4. Agenda**

4.1 Request for contribution towards cctv in Forest Lane - update

4.2 To receive internal audit report (Clerk)

Actions:

B review finance regulations to remove impractical policies – proposal to adopt revised finance regulations

C review decision not to insure play areas for all risks annually – recommendation to continue as previously

D append approved budget / precept to minutes to record approved income and expenditure – budget to be appended to minutes

G payslip to be issued to clerk each month – clerk to action

I bank reconciliation to be signed each quarter; bank reconciliation to be reported formally to Finance Committee quarterly as a separate agenda item and signed by a councillor with no bank account signatory powers – new procedures now in place

J Consider whether income and expenditure accounts required for 2016/17 – review ongoing

4.3 To receive income and expenditure report April – December 2016

4.4 To consider precept request for 2017/18

- 5. To identify any unmanaged risks within this committee's remit**
- 6. Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available**
- 7. Recent correspondence/ reports from meetings attended of relevance to this committee**

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