

Wickham Parish Council

Finance Committee

Dear Committee Member

You are hereby summoned to attend a meeting of the above Committee to be held at the Wickham Recreation Ground Clubhouse on Tuesday 2nd January 2018 at **8pm**. 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 To receive internal audit report (Chairman)

Actions:

1. To consider whether 6 monthly VAT returns are required (currently annual)
2. Add audit return to website – done
3. Review of internal audit report to go to Full Council – agenda item for January
4. Review the Members' Code of Conduct – action for GP Committee in 2018
5. Meet the requirements of the Transparency Code – ongoing
6. Bank statements to be signed by councillor signing the bank reconciliations – to be actioned from December 2017
7. Review of how cash balances are held, currently all with Lloyds
8. Convert accounts to accruals accounting for 2017/18 outside support will be required

Other actions:

1. Review decision to continue to not insure play areas for all risks
2. Review Clerk's salary - to be formally minuted
3. To review hire rates for council facilities
4. To note change of external audit provider

4.2 To receive income and expenditure report April – December 2017 (Chairman)

4.3 To consider precept request for 2018/19 (Chairman)

- 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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