

# West Haddon Parish Council

## Finance Committee

Parish Council Clerk: Mrs G Wells  
PO Box 6583  
Rugby  
CV21 9QT

Notice is hereby given of a meeting of the **FINANCE COMMITTEE** that will be held on **Tuesday 28<sup>th</sup> May 2019 7.30pm – 9.30pm, West Haddon Sports Pavilion** where the items listed below will be discussed.

### Agenda items:-

<b>OPENING PROCEDURES.</b>
<b>1. Election of Finance &amp; General Purposes Committee Chair</b>
<b>2. Election of Finance &amp; General Purposes Committee Vice Chair</b>
<b>3. Apologies.</b>
<b>4. Public Session.</b>
<b>5. Declarations of Interest.</b>
<b>6. Requests for dispensations – to be received in writing by the Clerk.</b>
<b>7. Minutes of the meeting 5<sup>th</sup> December 2018.</b>
<b>8. Matters arising from the meeting 5<sup>th</sup> December 2018.</b>
<b>POLICIES &amp; PROCEDURES</b>
<b>9. Financial &amp; Managerial Risk Assessment</b> – Members are asked to consider the financial and managerial risk assessment for the Council and approve any amendments / actions arising from the risk schedule, and timelines, for recommendation to Full Council.
<b>10. Financial Internal Control Checks Report, Policy &amp; Procedure</b> – Members are to be apprised of the internal control checks and any issues / actions arising therefrom.
<b>BANKING, AUDIT, BUDGET &amp; INSURANCE.</b>
<b>11. Banking Update</b> – Members are to be updated on the banking application with Unity Bank.
<b>12. Bank reconciliation, financial review and financial summary to date.</b> Members are to receive the above and consider any requirements / actions for recommendation to Full Council.
<b>13. Annual Governance Accountability Return (AGAR) and associated documentation</b> – Following completion and approval of Section 1 and Section 2 of the AGAR at the Annual Parish Council Meeting 7 <sup>th</sup> May 2019, Members are to be apprised of requirements and documentation required supporting the statements e.g. internal audit report and are asked to consider and understand the procedures for the AGAR.
<b>14. Budget 2019-2020</b> – Members are asked to consider the budget and priorities 2019-2020.
<b>15. Grant Applications</b> – Members are asked to consider grant applications and priorities.
<b>PERSONNEL &amp; CONTRACTS</b>
<b>16. Staff / contractors / contracts – terms and conditions / SLAs</b> – Members are asked to consider the following contracts, remuneration, and requirements going forwards:- <ul style="list-style-type: none"> <li>• Website Manager</li> <li>• Newsletter Editor</li> <li>• Newsletter Delivery</li> <li>• Festival Gardens</li> <li>• Playing Field Grass Cutting Contractor</li> <li>• Village Grass Cutting Contractor</li> <li>• Litter Picker</li> <li>• EON lighting – maintenance contract / repairs</li> </ul>
<b>17. Admission to Meetings Act 1960</b> – due to the nature of the following discussion item, the Committee are advised to resolve to resolve to exclude the public and press from the meeting for the following item.
<b>18. Review of the Clerks role; salary; hours of employment; title; areas of responsibility now and in the future; staff management; future management of assets</b> – as requested by Cllr Norman.
<b>CLOSING PROCEDURES</b>
<b>19. Date of next meeting – Date to be determined.</b>

