

# 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 13<sup>th</sup> August 2019 7.30pm – 9.30pm, West Haddon Baptist Chapel, Guilsborough Road** where the items listed below will be discussed.

### Agenda items:-

<b>OPENING PROCEDURES.</b>
1. Apologies.
2. Public Session.
3. Declarations of Interest.
4. Requests for dispensations – to be received in writing by the Clerk.
5. Minutes of the meeting 28 <sup>th</sup> May 2019
6. Matters arising from the meeting 28 <sup>th</sup> May 2019
<b>POLICIES &amp; PROCEDURES</b>
7. Terms of Reference:- <ul style="list-style-type: none"> <li>• To consider the terms of reference for the Finance &amp; General Purposes Committee and recommend any amendments to Council.</li> </ul>
8. Financial & Managerial Risk Assessment:- <ul style="list-style-type: none"> <li>• To review the risk assessments and recommend any amendments to Full Council.</li> </ul>
9. Financial Internal Control Checks Report, Policy & Procedure:- <ul style="list-style-type: none"> <li>• To consider the internal control checks, policy and procedures and ensure they meet auditing requirements and reduce risk for the Council. Any recommendations for change to be referred to Full Council for approval.</li> </ul>
10. Financial Regulations:- <ul style="list-style-type: none"> <li>• To review and consider any changes to the financial regulations to ensure they meet the needs of the Council and to recommend any changes to Full Council for approval.</li> </ul>
11. Asset Register:- <ul style="list-style-type: none"> <li>• To consider the asset register and to notify Full Council of amendments.</li> </ul>
<b>BANKING, AUDIT, BUDGET &amp; INSURANCE.</b>
12. Banking Update:- <ul style="list-style-type: none"> <li>• To review current banking systems and consider requirements for approval by Full Council.</li> <li>• To consider the applications, procedures and authorisation levels for a payment card.</li> </ul>
13. Bank reconciliation, financial review to date:- <ul style="list-style-type: none"> <li>• To consider and review the latest bank reconciliation &amp; financial review.</li> </ul>
14. Budget 2019-2020:- <ul style="list-style-type: none"> <li>• To consider and review the budget for the period 2019 &amp; 2020 and recommend any amendments to Full Council.</li> </ul>
15. Grant Applications:- <ul style="list-style-type: none"> <li>• Members are asked to consider grant applications and priorities.</li> </ul>
<b>PERSONNEL &amp; CONTRACTS</b>
16. Staff / contractors / contracts – terms and conditions / SLAs – Members are asked to consider the following contracts, remuneration, and requirements going forwards:- <ul style="list-style-type: none"> <li>• Clerk / Executive Officer</li> <li>• Environmental Maintenance Officer</li> <li>• Website Manager</li> <li>• Newsletter Editor</li> <li>• Newsletter Delivery</li> </ul>

- **Festival Gardens**
- **Playing Field Grass Cutting Contractor**
- **Village Grass Cutting Contractor**
- **Litter Picker**

## **PROJECTS**

### **17. Projects, Services & Asset Management:-**

- **Newsletter**
- **Outdoor Gym Equipment**
- **Bus Shelters**
- **Noticeboards**
- **Pavilion Management & Maintenance**
- **Playing Field**
- **Play Area**
- **Cemetery / Churchyard**
- **Street Lighting**
- **Website**
- **Pavilion Development & S106**
- **Playing Field Projects & S106**
- **Allotments**

## **CLOSING PROCEDURES**

**18. Date of next meeting – October 2019**