

West Haddon Parish Council

Finance & Human Resources 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 **Monday 30th September 7.30pm – 9.30pm, West Haddon Baptist Chapel Meeting Room, Guilsborough Road** where the items listed below will be discussed.

Agenda items:-

OPENING PROCEDURES.
1. Apologies.
2. Public Session. N.B No decisions can be made under this item and Standing Orders must be observed.
3. Declarations of Interest.
4. Requests for dispensations – to be received in writing by the Clerk prior to the meeting.
5. Minutes of the meeting 13 th August 2019.
6. Matters arising from the meeting 13 th August 2019
POLICIES & PROCEDURES
7. Financial & Managerial Risk Assessment:- <ul style="list-style-type: none"> • To consider and approve the Councils financial and managerial risk assessment.
8. Financial Internal Control Checks Report, Policy & Procedure:- <ul style="list-style-type: none"> • To consider the internal control checks and approve any actions arising therefrom.
9. Financial Regulations:- <ul style="list-style-type: none"> • To review the proposed amended financial regulations and recommend approval to Full Council.
BANKING, AUDIT, BUDGET & INSURANCE.
10. Bank reconciliation, financial review to date:- <ul style="list-style-type: none"> • To consider and review the latest bank reconciliation & financial review.
11. Asset Register:- <ul style="list-style-type: none"> • To consider and approve the changes to the asset register and notify Full Council of the amendments.
12. Insurance:- <ul style="list-style-type: none"> • To receive an update from the Clerk and consider the insurance schedule and requirements and any impacts / actions required with regard the schedule / events / liabilities / and assets.
13. Budget 2019-2020:- <ul style="list-style-type: none"> • To consider and review the budget for the period 2019 & 2020 and recommend any amendments / virements to Full Council.
14. Budget Headings:- <ul style="list-style-type: none"> • To consider and approve amending budget headings to include more detail and breakdown within the accounts.
15. Projects Update 2019 - 2020:- <ul style="list-style-type: none"> • To consider and approve actions and requirements in relation to delivering projects detailed in the 2019-2020 budget.
16. Projects 2020 – 2021:- <ul style="list-style-type: none"> • To commence consideration of projects / requirements for inclusion in the budget 2020-2021.
17. Audit 2018-2019:- <ul style="list-style-type: none"> • To receive report (if received) and consider any actions arising therefrom.
PERSONNEL & CONTRACTS
18. Grass Cutting Contracts:- <ul style="list-style-type: none"> • To consider the requirements and process for the grass cutting tenders commencing Spring 2020.

19. Due to the sensitive nature of matters to be discussed under items 18 members of the public and press will be instructed to leave the meeting (Admission to meetings Act 1960).

20. Staffing Matters .

CLOSING PROCEDURES

21. Items for next Finance & Human Resources Committee Meeting.

- **Members are invited to offer issues for inclusion on the next agenda.**

22. Date of next meeting – October 2019 (Date to be confirmed).