



## Notice of Finance Committee meeting

You are hereby summoned to attend this meeting at the **Hub, Norwich Road, Wroxham**, on:

**Thursday 16<sup>th</sup> May 2019 6.30pm**

Press and public are welcome

### **AGENDA**

1. **ATTENDANCE** - To note those present and to consider apologies for absence.  
Apologies Barry Fiske.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**  
Members are invited to declare a previously undisclosed interest relating to any item on the agenda and to ask for a dispensation to vote on matters in which they have a disclosable pecuniary interest or other non-financial interests.
3. **MINUTES OF PREVIOUS MEETING** - To agree the accuracy of the minutes of the Finance Committee meeting of the **21st March 2019**.
4. **PUBLIC FORUM** - To receive public representation on any matter on the agenda.
5. **MATTERS ARISING FOR INFORMATION ONLY:**
6. **BANK RECONCILIATION**
  - a. As at the 12<sup>th</sup> May 2019 to note bank balances of:

i.	Barclays Community Account	£18,212.63
ii.	Barclays Business Premium	£37,527.27
iii.	Lloyds Treasurers Account	£50,000.00
	<b>Total in bank</b>	<b>£105,739.90</b>
  - b. To agree and sign the bank reconciliation and statements.
7. **ASSET REGISTER** – to agree updates and revised replacement value.
8. **AUDIT 18/19**
  - a. To review and agree documentation for presentation to internal audit
  - b. To review last years internal audit report and check all recommendations have been met.
9. **CIL ANNUAL RETURN** – to agree figures for annual return to Broadland District Council.
10. **PENSION** – to note year-end figures completed by payroll provider.
11. **ELECTION & THE BANK MANDATE** - to review bank signatories.
12. **BUDGET UPDATE** - to review spend to date and forecast.

**13. ACTION PLAN 19/20** – to review plan updates.

**14. CONTRACTS** – to review updates and discuss contracts requiring renewal in 2019/20

**15. GRANT REQUESTS**

- a. The Bridge Parish magazine – update from Cllr Mantle

**16. POLICIES - to review and approve:**

- a. Financial risk assessment
- b. Finance committee Terms of Reference
- c. Operational risk assessment

**17. ITEMS FOR NEXT AGENDA - 18th July 2018 at 6.30pm**

**Close the meeting.**

Published 12th May 2019  
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