



Notice of Finance Committee meeting

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

Thursday 21st March 2019 7.30pm

Press and public are welcome

AGENDA

1. **ATTENDANCE** - To note those present and to consider apologies for absence.
Apologies - Malcolm Allsop.
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 **17th January 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 13th March 2019 to note bank balances of:
 - i. Barclays Community Account £5,257.05
 - ii. Barclays Business Premium £47,527.27
 - iii. Lloyds Treasurers Account £50,000.00

Total in bank £102,784.32
 - b. To agree and sign the bank reconciliation and statements.
 - c. To note that the Lloyd's account does not pay any interest.
7. **AUDIT 18/19**
 - a. To note instructions have been received from new auditor.
 - b. To note audit sign off will take place at the 16th May Finance meeting.
8. **PENSION** - to sign off year end figures.
9. **ELECTION & THE BANK MANDATE** - to review bank signatories and to note the addition of the bank mandate to the risk register.
10. **BREXIT** - to discuss if there are any financial issues that need adding to the risk register.

11. **BUDGET UPDATE** - to review year end forecast and make recommendations for 19/20.
12. **ACTION PLAN 19/20** - update including review budgets and resources
13. **ADOPTION OF FOOTWAY LIGHTING** - to update on the legal and transfer arrangements with BDC.
14. **INSURANCE CLAIMS:**
 - a. Cemetery brick pillar
 - b. AGP fencing and tree clearance
15. **CONTRACTS** - brief update from last minutes.
16. **GRANT REQUESTS**
 - a. The Bridge Parish magazine
17. **POLICIES - to review and approve:**
 - a. Financial regulations
 - b. Financial risk assessment
 - c. Finance committee Terms of Reference
18. **ITEMS FOR NEXT AGENDA - 16th May 2018 at 6.30pm**

Close the meeting.

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