



KETLEY PARISH COUNCIL

FINANCE COMMITTEE AGENDA

24 May 2019

To: all Members of the Finance Committee

You are summoned to a meeting of **Ketley Parish Council's Finance Committee** on **Wednesday 29 May 2019** commencing **6:00pm** in the **Parish Office** at **Ketley Community Centre** for the purposes of transacting the following business.

Yours faithfully

Emma Atwell

Emma Atwell
Clerk to the Council

AGENDA

- F19/001 WELCOME**
- F19/002 APPOINTMENT OF CHAIRMAN**
To receive nominations for the appointment of Chairman
- F19/003 APPOINTMENT OF VICE CHAIRMAN**
To receive nominations for the appointment of Vice Chairman
- F19/004 APOLOGIES FOR ABSENCE**
To be received and accepted or noted
- F19/005 DISCLOSURE OF INTERESTS**
All interests pecuniary or personal in relation to items on the agenda to be declared and recorded.
- F19/006 MINUTES OF MEETING HELD ON THURSDAY 7 MARCH 2019**
To approve the minutes of the last Finance Committee meeting
- F19/007 TERMS OF REFERENCE**
To ensure all members of the committee are in receipt of the terms of reference and understand the role of the Finance Committee
- F19/008 APPOINTMENT OF PLANNING SUB-COMMITTEE CHAIRMAN**
To receive nominations for the appointment of Chairman of the Planning Sub-Committee
- F19/009 AUTHORISED SIGNATORIES**
To review and approve the removal and addition of signatories for the Parish Council's bank and investment accounts
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- F19/010** **REGULAR PAYMENTS**
To review and approve the payment of regular costs to the Council via electronic methods
- F19/011** **QUARTERLY AUDIT**
To appoint two members of the committee, who are not authorised signatories, to conduct quarterly audits of the Council's accounts
- F19/012** **BANK RECONCILIATION**
To receive and note the reconciliation of accounts for the month ending April 2019
- F19/013** **ORDERS FOR THE PAYMENT OF MONEY**
To approve and authorise the payment of costs incurred in delivering Parish Council services
- F19/014** **BUDGET 2019/20**
To review actual income and expenditure against the budget
- F19/015** **INTERNAL AUDITOR REPORT**
To note the content of the final interim report of the Internal Auditor and consider any recommendations for strengthening the Council's financial controls
- F19/016** **RECOMMENDATIONS FOR EXPENDITURE**
To consider recommendations from Committees and approve expenditure in line with budgets
- F19/017** **AGENDA ITEMS FOR NEXT MEETING**
The Clerk to be notified of any items to be considered for inclusion
- F19/018** **DATE OF NEXT MEETING**
The next meeting will be held on Wednesday 14 August 2019 at 6:00pm in the Parish Office at Ketley Community Centre.