

NOTICE OF HEMSBY PARISH COUNCIL FINANCE COMMITTEE
MEETING

You are hereby summoned to attend the Hemsby Parish Council Finance Committee
Meeting at the
Parish Office on: **Tuesday 4th February 2020 at 7.00pm**
Members of the press and public are invited to attend

Kerrie Wilton

Kerrie Wilton
Parish Clerk

AGENDA

1. ELECTION OF CHAIR.

2. ATTENDANCE

To note those present and consider apologies for absence. To confirm a minimum of three councillors needed to attend each meeting to be quorate. Current members are Cllrs S Bensly, K Kyriacou, T Nudd.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

4. MINUTES OF PREVIOUS MEETING None – inaugural meeting.

5. PUBLIC FORUM.

5.1 To receive comments from members of the public, restricted to 5 minutes per person, on matters elsewhere in the agenda. Item to last no more than 20 minutes.

6. INTERNAL AUDIT.

6.1 To receive the internal auditors report and consider recommendations.

7. BANK SIGNATORIES.

7.1 To confirm current banking arrangements.

8. SCRIBE ACCOUNTING.

8.1 To confirm the current status with regard to uploading the data.

9. VAT.

9.1 To update the meeting with the current VAT reclaim status.

10. CURRENT FEES – PLAYINGFIELD AND CEMETERY. To note donation received from Football Club. Quotations for works to be reviewed.

11. TO REVIEW ASSET REGISTER.

12. GRASS CUTTING CONTRACT.

13. Review financial risk assessment that was adopted in October 2019.

14. DATE AND TIME OF NEXT MEETING.

15. ANY ITEMS FOR THE AGENDA.