



## BARHAM PARISH COUNCIL

Members of the Finance Committee for Barham Parish Council are hereby summoned to attend the Parish Council Finance Committee Meeting to be held on Monday 5<sup>th</sup> November 2018 at 7.30pm at Claydon and Barham Village Hall to transact the business as set out below

### AGENDA

1. QUESTIONS FROM THE PUBLIC RELATING TO ANY ITEM OF THE AGENDA
2. APOLOGIES
3. COUNCILLORS DECLARATION OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA
4. FINANCE
  - a. Monthly Payments – to agree this month’s payments
  - b. Monthly reconciliation – to approve October’s bank reconciliation
  - c. Parish Elections Costs for May 2019
5. REVIEW INTERNAL CONTROLS DOCUMENT - to review the parish’s Internal Controls document and updating where necessary for approval at December’s Full Parish Council Meeting
6. REVIEW FINANCIAL REGULATIONS DOCUMENT – to review the Parish’s Financial Regulations document and updating where necessary for approval at December’s Full Parish Council Meeting
7. FUTURE FINANCE COMMITTEE MEETINGS – agree dates for future meetings
8. INTERNAL AUDIT REPORT – to review the internal audit report and agree actions to be completed
9. EXTERNAL AUDIT REPORT – to review the external audit report and agree any actions to be completed
10. BUDGET SETTING TIMELINE AND DRAFT BUDGET FOR 2019/2020 – prepare 2019/20 budget for approval as well as identifying use of reserves
11. BUDGET MONITORING – agree monitoring process for the council budget
12. GRASS CUTTING TENDER – prepare and agree the council’s grass cutting tender paperwork
13. STREET CLEANING TENDER - prepare and agree the council’s street cleaning tender paperwork
14. SPEED SIGN BATTERY – to discuss the provided cost model for a new battery for the speed sign
15. CORRESPONDENCE – to receive any correspondence relevant to this committee

Mrs J Culley  
Parish Clerk

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