**NOTICE OF PARISH COUNCIL FINANCE COMMITTEE MEETING**

You are hereby summoned to attend the Martham Parish Council Finance Committee Meeting to be held at the Community Centre on: **Wednesday 6th December 2017 at 7.30pm**

Members of the press and public are invited to attend

Members of the Finance Committee are: Cllrs Bradford, Gates, Huke, Hurkett and Starkings (Chair).

**AGENDA**

1. **ATTENDANCE**

To note those present and consider apologies for absence.

1. **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.

1. **MINUTES OF PREVIOUS MEETING**

To confirm the accuracy of the minutes of the Parish Council Finance Committee meeting held on 9th August 2017.

1. **RECYCLING**

To consider Textile Recycling Provider.

1. **GRANTS**

To consider applications received from:

* 1. Martham Coronation Recreation Ground Trust.
  2. Parochial Church Council.

1. **MAINTENANCE SCHEDULE.**

To review.

1. **ASSETT REGISTER.**

To review.

1. **TO REVIEW COST ALLOCATIONS.**
   1. To consider recommending Accounting Software.
   2. To consider training budget.
2. **DRAFT BUDGET 2018/19.**
3. **TO DETERMINE PRECEPT RECOMMENDATION.**
4. **POLICIES – TO REVIEW.**
   1. Duties of Finance Officer – no change recommended.
   2. Effectiveness of Audit Arrangements.
   3. Financial Regulations – no change recommended.
   4. Financial Risk Assessment.
   5. List of Internal Controls.
   6. Terms of Reference for Auditor.
5. **TO RECEIVE INTERNAL AUDIT.**

To consider recommendations from Internal Auditor.

1. **ITEMS FOR NEXT AGENDA.**

Stacey Kent

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Clerk and Responsible Financial Officer

Martham Parish Council.