



NOTICE OF FINANCE COMMITTEE MEETING

To be held at the Community Centre on

Wednesday 10 November 2021 – 7.30pm

AGENDA

1. ATTENDANCE

To note those present

To note any apologies for absence

2. 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.

3. MINUTES OF PREVIOUS MEETING

To confirm the accuracy of the minutes of the committee meeting held on 4 November 2020.

4. RECYCLING – to note update of payments received

5. GRANTS – to note current situation and contracts in place for 2022/23

6. MAINTENANCE SCHEDULE – to review and discuss additions to the schedule for 2022/23.

7. ASSETT REGISTER to review and note updates for 2021/22.

8. ALLOTMENTS – to review costs and amendments to 'Tenancy Agreements'.

9. BUDGET SETTING - to review budget allocations for 2022/23

10. PRECEPT – to discuss setting the Precept for 2022/23.

11. POLICIES – to review all Financial Policies including:

- 12.2 Duties of Finance Officer
- 12.3 Effectiveness of Audit Arrangements.
- 12.4 Financial Regulations.
- 12.5 Financial Risk Assessment.
- 12.6 List of Internal Controls.
- 12.7 Terms of Reference for Auditor.

13 AUDIT – to appoint an internal auditor for 2022/23.

14 ADMINISTRATIVE MATTERS

- To note progress with audit action plan
- To note additional signatory for the Unity Bank account
- To note current insurance policies in place

15 ITEMS FOR NEXT AGENDA

Stacey Kent

Stacey Kent

Clerk and Responsible Financial Officer

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