

# Newton Poppleford and Harpford Parish Council

## Notice of the Finance Committee Meeting - 12th December 2017

All council meetings are open to members of the public and the press.  
(Public Bodies[Admission to Meetings] Act 1960)  
ALL MEETINGS MAY BE RECORDED BY MEMBERS OF THE PUBLIC.

Dear Councillors

You are summoned to a meeting of the Finance Committee on Tuesday 12th December 2017 at 7.00pm at Harpford Hall, Harpford

Paul Hayward, Clerk to the Council  
Date: 5th December 2017



### Public Forum

- a) Fire Regulations
- b) Questions and Representations from residents / parishioners

**This provides an opportunity for members of the public ( who are not usually permitted to speak during the council meeting other than by special invitation of the Chairman ) to participate prior to the meeting by asking questions, highlighting matters of concern or making representations regarding Newton Poppleford and Harpford parish.**

**No decisions can be taken on matters raised during this part of the meeting unless the subject is already an item on the published agenda.**

**Before speaking, please give your name and address to the Clerk.**

**No minutes will be produced for this part of the meeting.**

- 1/6 **To receive apologies for absence** (LGA 1972 S.85 (1))
- 2/6 **To receive any declarations of interest relating to items outlined in this agenda**  
(this does not preclude the duty to declare further interests as applicable)
- 3/6 **To consider minutes of Finance Committee meeting 14th November 2017**  
These minutes were ratified and approved by full council on 27th November 2017  
**To consider any matters arising not brought forward at Ordinary Meeting.**
- 4/6 **Business to be considered:** Action:
  - a) **To consider Council budget for 2018/19 and precept deliberations. Finalise timetable for Council approval.**
  - b) **To review online and established banking arrangements;** 
    - i) Progress with Online Authorisation procedures.
    - ii) To consider Deposits / Investment policy for Reserve Funds
  - c) **To consider Grant Award policy - application assessment procedure.**
  - d) **To consider Parishes Together AED. Grant Application 17/18 progress.**
  - e) **To consider Parishes Together projects for 18/19; update from recent meeting**
  - f) **To consider draft Risk Assessment and Internal Controls review** 
    - i) To consider Risk Assessment review
    - ii) To consider Internal Financial Controls Review
    - iii) To consider Interim Internal Auditors Report
  - g) **To consider Grass and Hedge Maintenance Contract for 18/19** 
    - i) Review of 17/18 invoices from current contractor
  - h) **To review Action List 17/18**
- 5/6 **Matters considered as urgent by presiding Chairman.**
- 6/6 **Date and Time of next meeting:** To be convened as required.

*Under the Openness of Local Government Bodies Regulations 2014, members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the Clerk or Chairman know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public*