

6th June 2018

NOTICE OF MEETING

*The **Finance and Administration Committee** members are summoned to the meeting to be held on Tuesday 12th June at 7.45 pm at the Council's Meeting Room, 20-22 Maypole Road. Members of the public and press are welcome and encouraged to attend.*

Caroline Leet
Village Council Clerk

AGENDA

Mobile phones should be turned off for all meetings, thank you

1. Public Questions – no longer than 15 minutes
2. Apologies for absence
3. To receive Declaration of Interests from Members in respect of any matter on the Agenda
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.
4. To confirm the Minutes of the meeting of the 20th March 2018
5. Clerk's Report*
 - a. To receive bank reconciliations for March and April 2018
6. Audit
 - a. Annual Return
 - i. To note: the Annual Return has been completed and submitted to the external auditor
 - ii. To note: the Notice of Public Rights and Publication of the unaudited Annual Return has been published on the notice boards and the website; the inspection period is 4th June to 13th July 2018
 - b. To receive the internal Auditor's report**
 - i. To note: There were no issues. However, it was recommended for spot checks of the invoices/payments and to initial these
7. To review the expenditure 2018/19**:
 - a. Quarterly review up to 5th June
 - b. To review the predicted year-end expenditure against budget
8. General Data Protection Regulations (GDPR):
 - a. To receive an update
 - b. To consider any further recommendations to the full Council for data provisions and policies
9. To consider holding Council Meeting papers in a Dropbox folder

10. To consider monthly payments cut-off date, payment date and timings for payment reports to be sent out for council meetings

11. Any Items for reporting or inclusion on future agenda

12. Date of next meeting – Tuesday 16th October (half-yearly review)

* see Clerk's report

** Attached papers

Copies of meeting papers are available on request from the Council office