

STOKE SUB HAMDON PARISH COUNCIL

FINANCE COMMITTEE



Parish Clerk: Neil Bloomfield.
email: clerk@stoke-sub-hamdon-pc.gov.uk

All Council Meetings are open to the Public and Press

To: Members of the Finance Committee

Cllr Middleton (Chair)
Cllr L Foley
Cllr Merrick
Cllr Phillips

13th July 2023

Dear Councillor

You are summoned to the meeting of Stoke sub Hamdon Parish Council Finance Committee **5pm** on **Tuesday 18th July**, at the **Lighthouse** to transact the business set out below.

Neil Bloomfield
Parish Clerk

Councillors are reminded that as holders of public Office they are expected to comply with the Nolan Principles, and the Councils Code of Conduct as well as showing respects for others in accordance with the law.

As per Councils Standing Order 3(e) there will be an opportunity for members of the public to comment on Agenda items (at the discretion of the chairman of the meeting). As per Standing order 3(f) the public question comment time is limited to 5 minutes each, and the session should not exceed 30 minutes (unless directed by the chairman of the meeting)

AGENDA

- FG/23/01** **Recording of meetings**
Attention is draw to the Councils policy on recording meetings. Those wishing to record meetings are asked to notify prior to or at the commencement of the meeting if they intend to audio/video record public proceedings. The council will record the meeting.
- FG/23/02** **APOLOGIES FOR ABSENCE**
Any apologies for absence to be accepted by committee
- FG/23/03** **DECLARATIONS OF INTEREST**
Members to declare any interests they may have in agenda items that accord with the requirements of the Council's Code of Conduct. To note declared interests and any dispensations granted. Councillors with a disclosable pecuniary interest (DPI) for any agenda item must request in writing, or immediately prior to the commencement of the meeting an interest to the proper officer who may grant a dispensation.
- FG/23/04** **PUBLIC QUESTIONS**
(Committee Chairs discretion applies) Members of the public may raise any appropriate matter for report.
- FG/23/05** **COMMITTEE STRUCTURE AND MEMBERSHIP**
To note change to a STANDING COMMITTEE in accordance with the Full Council resolution 1st March 2023 (23/052) Recommend an enhanced role governed by a scheme of delegation.. Membership to be agreed in TORs. Note two vacancies

- FG/23/06** **TERMS OF REFERENCE (TOR's)**
Consider committee role/responsibilities/membership including delegated authority and committee membership to ensure effectiveness
Make recommendation to next full council.
- FG/23/07** **CALENDAR OF MEETINGS FOR REMAINDER 23/24**
To agree dates and frequency of committee meeting for the current municipal.
- FG/23/08** **REVIEW OF CURRENT BUDGET LINES**
Ensure spending at anticipated level
- FG/23/09** **CONSIDER ANY VIREMENT REQUIREMENT**
(subject to FG/23/07)
- FG/23/10** **BANK/BUILDING SOCIETY ACCOUNTS**
Review the number existing accounts and consider best return on invested funds.
- FG/23/11** **ACCOUNT SIGNATORIES**
Ensure all appropriate measures are in place for payment authorisation including number of authorised signatories and role requirements.
- FG/23/12** **ACCOUNTING SOFTWARE**
Consider the benefit of using one of the dedicated council accounting software packages which can save significant officer time and streamline financial processes.
- FG/23/14** **INTERNAL AUDITORS REPORTS**
Receive report and to make recommendations on actions required. Report to September Full Council
- FG/23/15** **DATE OF NEXT MEETING 16TH August 2023**

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, disability, age), The Environment, Crime and Disorder, Health and Safety and Human Rights.