

# Newnham Parish Council & Burial Authority

**To all Members of the Finance & Employment Committee**

11<sup>th</sup> December 2017

You are hereby summoned to attend a meeting of the Parish Council Employment and Finance Committee meeting arranged for Monday **18<sup>th</sup> December 2017 at 6.30 pm** in the Armoury Hall, Newnham on Severn for the transaction of business in the following Agenda.

Yours faithfully

*D. J. Tingle*

**D. J. Tingle**

*Clerk to the Council*

## **AGENDA**

1. **To allow Public Consultation\*\*\***
2. **To Receive Apologies for Absence**
3. **To Receive Declarations of Interest**
4. **Adoption of Minutes of the Parish Council Employment & Finance held on 18<sup>th</sup> September 17.**
5. **To Consider Matters Arising from Previous Meeting and not on Agenda**
6. **To Receive the Clerk's Report – verbal.**
7. **To Consider and Approve as follows.**
  - Quarterly Checks of payments
  - Completeness of the Income & Expense report
  - Quarterly Check that monthly financial statements presented at fully council are duly signed and balances presented match the bank statements
8. **To Receive and Approve Emergency payments (Including December payments).**
9. **To Consider Financial performance**
  - To review the spend v plan report (8 + 4)
10. **To Consider quotations received for the 3 year Hedge cutting contract for recommendation to full council**
11. **To Confirm the next meeting date for the Employment and Finance Committee.**

As per agreed schedule 19<sup>th</sup> March 2018