

Newnham Parish Council & Burial Authority

To all Members of the Public & press

13th March 2018

You are hereby invited to attend a meeting of the Parish Council Employment and Finance Committee meeting arranged for Monday 19th March 2018 in the Armoury Hall, Newnham on Severn for the transaction of business in the following Agenda.

Yours faithfully

D. J. Tingle

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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 18th December 17.**
5. **To Consider Matters Arising from Previous Meeting and not on Agenda**
6. **To Receive the Clerk's Report – verbal.**
7. **To Consider & Approve the updated Asset register**
8. **To receive an update from the clerk regarding the preparations for the 2017/18 Internal Audit due on the 12th April**
9. **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
10. **To Receive and Approve Emergency payments .**
11. **To Consider Financial performance**
 - To review the spend v plan report (11 + 1)
12. **To Confirm the next meeting date for the Employment and Finance Committee.**

As per agreed schedule 18th June 2018