

Newnham Parish Council & Burial Authority

To all Members of the Finance & Employment Committee

10th December 2018

You are hereby summoned to attend a meeting of the Parish Council Employment and Finance Committee meeting arranged for **Tuesday 18th December 2018 at 7.00 pm** 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 17th September 2018.**
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 Consider Financial performance**
 - To review the spend v plan report (7+ 5)
9. **Financial Statement**
 - To Receive and approve the monthly financial statement.
 - To Receive and approve monthly payments.
10. **To consider the 2019/20 budget and make recommendations to full council in January**
11. **To Confirm the next meeting date for the Employment and Finance Committee.**

As per agreed schedule 18th March 2019