

Newnham Parish Council & Burial Authority

To all Members of the Employment & Finance committee

13th September 2021

You are hereby summoned to a Finance & Employment committee meeting arranged for Monday 20th September at 7.00 p.m This meeting will take place at the Armoury Hall, Dean Road, Newnham.

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 meeting held on 21st June 2021.**
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 full council are duly signed and balances presented match the bank statements
 - BACS authorisation process and approvals adhered to
8. **To Consider Financial performance**
 - To review the spend v plan report (5+ 7)
9. **To consider development of a draft budget for the 2022/23 financial year and the process for approval**
10. **To Confirm the next meeting date for the Employment and Finance Committee.**

As per agreed schedule 20th December 2021