

# Newnham Parish Council & Burial Authority

## To all Members of the Employment & Finance committee

13<sup>th</sup> September 2021

You are hereby summoned to a Finance & Employment committee meeting arranged for **Tuesday 21<sup>st</sup> December** 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 on financial matters**
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 20<sup>th</sup> September 2021.**
5. **To Consider Matters Arising from Previous Meeting and not on Agenda**
6. **To consider appointment of the 5<sup>th</sup> member of the Finance committee**
7. **To Receive the Clerk's Report – verbal.**
8. **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
9. **Financial Statement**
  - To Receive and approve the monthly financial statement for December.
  - To Receive and approve monthly payments for December.

**Note:** To be presented to full council at the January 22 PC meeting
10. **To Consider Financial performance**
  - To review the spend v plan report (8+ 4)
11. **To consider tenders received for the 3 year Grass contract and agree recommendations to full council**
12. **To consider the draft budget for the 2022/23 financial year and make recommendations to full council for adoption.**
13. **To consider any precept change for the 2022/23 financial year**
14. **To Confirm the next meeting date for the Employment and Finance Committee.**

As per agreed schedule 21<sup>st</sup> March 2022