

**Agenda for the Finance Committee Meeting to be held on Thursday 13th April 2017 at 7.30pm
in The Cell, The Old Court House, Bridge Street (access via blue door)**

1. Apologies:

To receive and accept apologies for absence:

Present:

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

3. Minutes of previous meeting:

- To approve the minutes of the previous meeting as an accurate record

4. Public Comment:

5. Financial Matters:

- To consider the Income and Expenditure Report to 31st March – Town Clerk/RFO
- To note bank balances and bank reconciliations to date – Town Clerk/RFO
- Standing Order/Direct Debits Annual Review
- Annual review of Town Council insurance and to note the renewal on 1st June (Year 3 of 3 year contract)
- Update of Town Council Office move expenditure

6. Staff Matters:

- Staff Management training – dates for May

7. Action Plan:

- 2017/18

8. Correspondence:

HSBC 11/03

Letter advising that they are withdrawing the Closed Safe Keeping service, which includes such items as deed boxes, sealed envelopes and parcels at the end of May.

FAYAP 8/04

Letter of thanks for recent grant.

Essex & Suffolk Water 2/05

Information about water and sewerage charges.

9. Matters of report or items for next agenda:

Communication with the public and items for newsletters:

10. Date of next meeting:

Thursday 11th May 2017 at 7.30pm