

**Agenda for the Finance Committee Meeting to be held on Tuesday 9th November 2017 at
7.30pm in The Cell, The Old Court House, Bridge Street**

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 date – Town Clerk/RFO
- To note bank balances and bank reconciliations to date – Town Clerk/RFO
- CIL investment account

6. Annual Review of Risk Assessments:

- Financial Management
- Credit Card

7. Standing Orders/Policies:

- Review of policies relating to confidentiality

8. Action Plan:

- 2017/18

Updates

9. Correspondence:

10. Budget 2018/2019:

- To consider first draft

11. Employment Matters:

- Staff Management and Appraisals Course – February 2018 LCPAS
- Staff matters

12. Matters of report or items for next agenda:

13. Date of next meeting:

Thursday 19th December 2017 at 7.30pm