

**Agenda for the Finance Committee Meeting to be held on Thursday 9th February 2017 at
7.30pm**

1. Apologies:

To receive and accept apologies for absence:

Cllr J Jones

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
- To note reclaim of VAT – Town Clerk/RFO

6. Grant Applications: (£977.30 left in Budget 2016/17)

- To consider grant applications received by the deadline of 31st January

FAYAP - £938.12

TV £229.99

X Box Controllers x 2 £61.38

Mic cover £2295.00

Henry Hoover £108.00

Computer monitor £189.09

7. Staff Matters:

- Staff Management training
- DSE workstation checklist

8. Annual Review of Risk Assessments:

- Town Council Office
- Financial Management and Control
- Credit Card

9. Action Plan:

- 2016/17 Review

10. Correspondence:

Coastal Accessible Transport Service Ltd 7/02

Letter regarding lease of 10a Riverside.

HSBC 8/02

Letter confirming reinvestment of funds for 6 months from 16th January – 17th July as agreed.

HSBC 9/02

Changes to credit card terms and conditions.

Essex & Suffolk Water 10/02

Changes taking place in the water industry from April 2017.

11. Matters of report or items for next agenda:

12. Date of next meeting:

Thursday 9th March 2017 at 7.30pm