

Normandy Parish Council

Serving Our Community through working in Partnership

To Members of the Finance & Governance Committee - Councillors Tony Coomber, Paul Howarth, Bob Hutton, Ben Pryke and Pat Tugwell

You are summoned to attend a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** that will be held on **Thursday 15 July 2021 at 7.30 pm** (or at conclusion of the Planning Committee meeting if later) at **Normandy Cricket Club, Hunts Hill Road, Normandy, GU3 2AH**.

The meeting is open to the press and public unless the council do otherwise resolve to enter private session where members of the public and press are excluded. However, due to the Covid restrictions in place we are limited by the reduced capacity of the venue and reserve the right to restrict access once this capacity is reached.



Andy Beams

Locum Clerk and Acting Proper Officer to Normandy Parish Council

Publication date: 10 July 2021

AGENDA

FG-01 APOLOGIES

To receive and accept apologies for absence.

FG-02 ELECTION OF CHAIRMAN

To elect a Chairman for the committee.

FG-03 ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman for the committee.

FG-04 DECLARATIONS OF INTEREST

To receive any declarations of personal and/or prejudicial interest from members regarding items on the agenda.

FG-05 MINUTES OF PREVIOUS MEETING

To receive and adopt the minutes of the Finance & Administration Committee meeting held on 29 April 2021.

FG-06 QUESTIONS FROM THE PUBLIC

Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes.

The Committee Chairman may, at their discretion, allow public comments on applications being discussed later in the meeting.

FG-07 TERMS OF REFERENCE

To consider the draft terms of reference for the committee, agree any changes and make a recommendation to Council for adoption.

FG-08 FINANCE MATTERS

To consider the following matters and agree any actions:

- Proposed plan for financial year
- Update on year-end 2020/21 and external audit submission
- 2021/22 budget review
- Update on bank accounts, signatories and payment methods
- Grants and donations process and policy
- Contract matters
- Existing borrowing arrangements

FG-09

GOVERNANCE MATTERS

To consider the following matters and agree any actions:

- Update on governance documents
- Review of other required policies and allocation of responsibilities
- Storage of council documents

FG-10

MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEMS

At the discretion of the Chairman, the press and public may be excluded at any point during the meeting under the Public Bodies (Admission to Meetings) Act 1960 if during the consideration of any items of business, publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.