

Normandy Parish Council

Serving Our Community through working in Partnership

To Members of the Finance & Governance Committee – Councillors Paul Chillman, Bob Hutton, Simon Schofield, Jane Hill, Amy McLeod and Pat Tugwell

You are summoned to attend a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** that will be held on **THURSDAY 13 JULY at 7.00pm** at **ROYAL BRITISH LEGION HALL** on **GUILDFORD ROAD, NORMANDY**

*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. During this meeting the public are allowed to film the Council/Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.*

Amanda Pick

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Clerk to Normandy Parish Council

Publication date: 6 July 2023

AGENDA

FG-01 COMMITTEE MATTERS

- (i) To elect a Committee Chair
- (ii) To elect a Committee Vice Chair
- (iii) To agree the Terms of Reference

FG-02 APOLOGIES

To receive and accept apologies for absence.

FG-03 DECLARATIONS OF INTEREST

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

FG-04 MINUTES OF PREVIOUS MEETING

To receive and adopt the minutes of the Finance & Governance Committee meeting held on 16 March 2023.

FG-05 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.

FG-06 FINANCIAL REPORTS Q1

- (a) To approve the Payment List
- (b) To note the Income and Expenditure
- (c) To approve and sign the Bank Reconciliations
- (d) To note the Ear Marked Reserves
- (e) To note the Summary and Receipts and Payments

FG-07 BUDGET 2024/25

To agree the timeline for budget planning

FG-08 INTERNAL AUDIT

To note and action the comments made at the Internal Audit

FG-09

POLICIES

To review the following policies

- (a) Freedom Of Information and Publication Scheme
- (b) Grant Awarding Policy
- (c) Investment and Banking Policy
- (d) Internal Control Policy
- (e) Members' Allowances Policy
- (f) Recording of Public Meetings Policy
- (g) Reserves Policy
- (h) Risk Management Policy
- (i) CCTV policy

FG-10

GRANTS

To consider requests regarding a grant from Normandy Shop & Café.

FG-11

BANKING ARRANGEMENTS

To review progress and agree next steps on the Lloyds and Skipton accounts.

FG-12

CCLA investment

To review the investment with CCLA.

FG-13

VAT

To review the councils VAT position.

FG-14

ACCOUNTS SOFTWARE

Review Rialtas Business Solution.

FG-15

MALWARE

To hear an update on malware and agree next steps.

FG-16

INVENTORY OF THE KEYS AND PASSCODES

To hear an update on the inventory and agree next steps.

FG-17

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

To review the personal statements for candidate for the borough's Corporate Governance and Standards Committee and agree the parishes preferred candidates.

FG-18

MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEMS