

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

You are summoned to attend a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** that will be held on **THURSDAY 11 JULY at 7.30pm** (or at the conclusion of the Planning Meeting, if later) 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

Amanda Pick

Clerk to Normandy Parish Council

Publication date: 4 July 2024

AGENDA

FG-01 COMMITTEE BUSINESS

- a) To vote a Chairman
- b) To vote a Vice Chair
- c) To note 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 4 April 2024.

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 5 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 EAR MARKED RESERVES

To hear an update on EMRs from Cllr Schofield and the RFO

FG-08 POLICIES

To review and adopt the following:

- a) Freedom of Information Policy and Publication Scheme
- b) Scheme of Delegation
- c) Retention Policy
- d) Risk Management Policy
- e) Media Policy
- f) Community Grant Policy

FG-09 CONFIRMATION OF INSURANCE & ASSESMENT RISKS

- a) Review the level of the insurance cover
- b) Review and adopt the refreshed Risk Register and Risk Assessment Pack

FG-10 ACCOUNTING METHOD

To consider Income and Expenditure accounting method over Receipts and Payments

FG-11 ACCOUNTING SYSTEM

To note the progress on the transition to Scribe

FG-12 INVESTMENT

To hear an update on the new investment with the CCLA fund

FG-13 COMMUNITY GRANT

To consider a community grant application.

FG-14 EXCLUSION OF THE PRESS AND PUBLIC

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

FG-15 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

To receive any urgent information items and agree any items for inclusion on future council and/or committee agendas.