



WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury,
Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
clerk@wendover-pc.gov.uk

FINANCE COMMITTEE

20th August 2019 – 7:30pm

St. Anne's Hall, Wendover

Committee Membership:- Cllrs Bulpett (SB), Clayton (MC) Clare (KC), Green (RG), Gregory (NG), Walsh (TW) and Worth (SW).

To: All Committee Members

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

1	APOLOGIES FOR ABSENCE	
	To consider any apologies for absence received.	Decision/ALL
2	DECLARATIONS OF INTEREST	
	In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct.	Decision/ALL
3	PUBLIC PARTICIPATION – Maximum 3 minutes per speaker	
4	MINUTES	
	To confirm the minutes of the Extraordinary Finance Committee meeting of the 17 th June 2019 as a true record.	Decision/ALL
5	CORRESPONDENCE	
	To note and consider any items of Correspondence relevant to this Committee.	Decision/ALL
6	GENERAL REPORTS	
a	To receive an actions, update report from the Clerk/RFO.	Discussion/KS
b	To review the I&E report, EMRs and balance sheet for July 2019.	Discussion/KS
c	To review the over £500 report and VAT reclaim for April to June 2019.	Discussion/KS
d	To review the bank reconciliations and statements for April to June 2019.	Discussion/KS
e	To review the cash book reports for April to June 2019.	Discussion/KS
f	To review the YTD Petty Cash reconciliation.	Discussion/KS
g	To receive an update on project costs.	Discussion/KS
H	To review and sign off any recent journals.	Discussion/KS
7	OTHER MATTERS	
a	KPI Performance	
	To receive a report on the Council's performance by its Key Performance Indicators (KPIs).	Note/KS
b	Financial Risk Management Policy	
	To review the Council's Financial Risk Management Policy and Schedule.	Decision/ALL
c	Insurance	
	To consider the 2019/20 quotation sought via the Council's chosen broker, Came & Company.	Decision/ALL
d	Assets	
	To review reports from new Assets Inventory software.	Note/KS
e	Lloyds Bank	
	To consider adding a further signatory to the main Lloyds Bank account.	Decision/ALL

f	Banking Review	
	To consider allocations of funds to institutions and opening or closing of any accounts.	Decision/ALL
g	Future Grants	
	To receive an update from the Clerk from investigations into grants, loans and donations and consider a new draft policy.	Decision/KS
h	Virements	
	To consider some prepared suggested virements between budget lines 2019/2020.	Decision/KS
l	Budget 2020/21	
	To review the first draft of the 2020/2021 budget.	Discussion/ALL
8	DATE OF NEXT MEETING	
	The next scheduled meeting of the Finance Committee is 19 th November 2019	Decision/ALL
9	CLOSURE OF MEETING	

Signed:

Date: 15th August 2019



Keith Shelley
Clerk to the Council

Appendix One – Correspondence

Type	From	Content	Needs response?
Letter	Lloyds Bank	On-Line Banking Changes	No