

PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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6th February 2020

Dear Councillors S Scott, Hopkinson, Cottrell, Dando, Loveridge, Martin, T Scott, R Walker & Shambhu

You are summonsed to attend the next meeting of the Finance Committee to be held on Tuesday 11th February 2020 at 7pm at Callicroft House, Rodway Road, Patchway. The agenda is provided below.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. G. ...', is placed above the title 'Town Clerk'.

Town Clerk

AGENDA

Welcome to any guests and members of the public, ensure visitors book has been completed and advice provided on fire exits and mustering location.

1. To receive and decide whether to accept the apologies for absence.
2. Declarations of Interest.
3. To approve the minutes of the Finance committee on the 14th January 2020 and to note any issues.
4. To consider the 3 year budget plan and make amendments where necessary and to also recommend to council to adopt it as a working document subject to quarterly reviews.
5. To consider the council's report of Earmarked Reserves and consider whether to add more at the end of this financial year.
6. To receive and consider the Monthly summary of income, expenditure and bank reconciliation for January.
7. To receive and consider the monthly summary of accounts for January.
8. To consider the report on investments and agree any actions.

9. To consider the room hire charges for council buildings and agree to recommend to Full Council.
10. To consider the reserves policy and to consider recommending to Full Council.
11. To consider the payment and receipts policy and to consider recommending to Full Council.
12. To consider the financial procedure document and to consider recommending to Full Council.
13. To note that the date of the next Finance Committee meeting will be on Tuesday 10th March 2020 at 7pm.

CLOSED SESSION

14. To receive the response regarding the Annual IT support agreement and agree any actions.