

Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

Clerk to the Parish Council

Mrs S Endersby

28 November 2017

The Bounty
Godstone Green
Godstone, Surrey
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Telephone/Fax: 01883 744209

Members of the Finance Committee are summoned to a meeting of the Finance Committee of Godstone Parish Council on **Friday 8 December 2017** at **9.30** am in The Bounty.



S Endersby
Clerk to Godstone Parish Council

AGENDA

1. **Apologies for absence**
2. **Election of Chairman**
3. **Declaration of Interest**
4. **Minutes** of the meeting held on 3 May 2017

5. **Audit**
 - 5.1 Parish Council Procedures Audit - Review and agree any changes.
 - 5.1.1 Review and agree Parish Council Finance Regulations, including considering Petty cash changed to Expenses
 - 5.1.2 Review and agree the Fixed Asset Register
 - 5.1.3 Review and agree the Financial Risk Assessment and Business Continuity Plan
 - 5.1.4 Committee Terms of Reference - To review for recommendation
 - 5.2 Internal Audit – Review of Interim Audit 2017/18
 - 5.2.1 Review Report and consider Recommendations
 - 5.3 External Audit 2016/2017
 - 5.3.1 Consider recommendations from External Auditor and review systems of internal control and agree any changes in view of audit comments.
 - 5.3.2 External Auditors

- 6 **Review of Areas of responsibility within the Parish**
 - 6.1 Allotments
 - 6.2 Neighbour Hood Plan Committee
 - 6.3 Burial grounds and Memorials
 - 6.4 Across villages
 - 6.5 Godstone
 - 6.6 South Godstone
 - 6.4 Blindley Heath
 - 6.5 The Bounty

- 7 **Financial Position – General Review (year to date 2016/2017)**
 - 7.3 To review the latest receipts and payments report; agree any virement.
 - 7.4 Designated Funds – and to note current balances
 - 7.5 Restricted Funds – and to note current balances
 - 7.6 Note estimated carry forward for general funds at 31 March 2018

- 8 **Insurance Cover** - To review insurance cover and agree any changes

- 9 **Grants**
 - 9.1 Continuous Grants – to date
 - 9.2 Other Grants – to date.
 - 9.3 Terms and Conditions and Awarding Policy

- 10 **Review of fees and charges for 2018/19**
 - 10.1 Burial Grounds
 - 10.2 Allotments
 - 10.3 Wayleaves and Easements and Garden Plot Licenses
 - 10.4 Use of Godstone Green and Blindley Heath –

- 10.4.1 Non-local organisations
- 10.4.2 Local organisations
- 10.4.3 Fairs

11 Annual review of staff salaries, hourly paid wages and hours and Allowances (Part 2)

- 11.1 Office Cleaning
- 11.2 Clerk
- 11.3 Admin Assistant
- 11.4 Pensions
- 11.5 Chairman's Allowance - Review and set allowance for 2017/18

12 Budget for the year 1 April 2018-31 March 2019

To review drafted budget and agree budget for recommendation to the Full Parish Council

13 Agree Precept for the year 1 April 2018 - 31 March 2019

To recommend to the Parish Council meeting on 8 January 2018 the precept for 2018/19 for approval.

14 Date of next meeting

Part 2 – To consider passing a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.