

**To all members of the Finance and General Purposes Committee**

**Notice is hereby given and you are summoned to attend a meeting of the Finance and General Purposes Committee on 27 July 2017 at Shinfield Parish Hall meeting room, commencing 19.30 hrs.**

Mrs. S E Roberts, Clerk  
20 July 2017

Members: I Clarke, A Grimes (Ch), C Hughes, P Hughes, D Peer, R Pike.

## **Agenda**

### **1. Public questions**

To receive and consider public questions and comment.

### **2. Apologies and declarations of members' interests**

2.1 To receive and consider acceptance of apologies.

2.2 To receive members declarations of interest relating to the business of the meeting.

### **3. Minutes**

3.1 To approve the minutes of the Finance and General Purposes Committee meeting on 24<sup>th</sup> May 2017 as a correct record of the meeting (attached)

3.2 To receive information on matters arising, to include:

- Council internal check list (attached)

3.3 To approve the minutes of the Finance and General Purposes Committee meeting on 26<sup>th</sup> June 2017 as a correct record of the meeting (attached)

3.4 To receive information on matters arising, to include:

- Crown Commercial Service Procurement Policy Note on Contracts Finder (attached)

### **4. Financial report at 30 June 2017**

4.1 To receive and consider a report on receipts and payments at 30 June 2017 by:

(1) committee and (2) cost centre (attached).

4.2 To receive bank reconciliations and confirm bank balances at 30 June 2017.

### **5. Future Financial Reporting**

5.1 To receive and consider draft proposals for financial reporting by staff costs and establishment costs (attached)

### **6. Correspondence**

To consider correspondence items received, to include:

- Letter from accountant Alan Harland regarding accountancy and financial management services for 2017-18 – attached
- Letter from Claire Connell regarding internal audit services for 2017-18 – attached.

### **7. Date of next meeting**

To confirm the date of the next meeting of the committee