

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 26 July 2018 at Shinfield Parish Hall meeting room, commencing 19.30 hrs.

Mrs. S E Roberts, Clerk  
20 July 2018

Members: I Clarke, A Grimes (Ch), P Hughes, I Montgomery, D Peer.

### Agenda

**1. Confirmation of Chairman**

To confirm the Chairman for the committee

**2. Election of Vice-Chairman**

To receive nominations and elect a Vice-Chairman for the committee

**3. Public questions**

To receive and consider public questions and comment.

**4. Cooption**

To approve the co-option of Cllr Laurence James onto the committee

**5. Apologies and declarations of members' interests**

5.1 To receive and consider acceptance of apologies.

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

**6. Terms of Reference**

6.1 To consider the committee's Terms of Reference and priorities for 2017-18 (attached) and consider changes required for 2018-19

6.2 To approve the committee's Terms of Reference and priorities for 2018-19

**7. Minutes**

7.1 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)

7.2 To receive information on matters arising

**8. Financial report at 30 June 2018**

8.1 To receive and consider a report on receipts and payments at 30 June 2018 (attached)

8.2 To receive bank reconciliations and confirm bank balances at 30 June 2018.

**9. Standing Orders**

- 9.1** to consider changes required to Standing Orders, including new delegated powers, to facilitate council business, in particular relating to the Shinfield Community Centre
- 9.2** to RESOLVE accordingly for recommendation to full council.

**10. Hosted VOIP Proposal**

- 10.1 To consider a proposal for the provision of a new telephony/communications service for the parish council (see attached)

**11. Correspondence**

To consider correspondence items received, to include:

- Letter from accountant Alan Harland regarding accountancy and financial management services for 2018-19 – attached
- Letter from Claire Connell regarding internal audit services for 2018-19 – attached.