

TO ALL MEMBERS OF THE FINANCE & PREMISES COMMITTEE

9 November 2017

Summons

Dear Sir/ Madam,

You are respectfully summoned to attend the next meeting of the Finance & Premises Committee to be held 7.00pm on the 16 November 2017 at the Council Offices, Mortomley Lane, High Green.

Recording meetings

The Parish Council will be recording this meeting. You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings.

Anyone wishing to record must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

If you will be speaking at a meeting, for example to ask a question or present a petition, you will have the right not to be recorded. You will need to tell the Chair of the meeting that you do not want to be recorded.

Public Participation

To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing beforehand so they can be dealt with under correspondence).

AGENDA

1. To receive apologies for absence from members and to consider the reasons for absence.
2. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting
3. To identify any items for discussion that may require the exclusion of the press & public

Cllrs G Weatherall, Ms S Constance, D Pepper, J Housley, G Oxley, Mrs A Brownrigg, M Appleby, Mrs Z Sykes, K Granger and Mrs A Gethin

4. To confirm, for the period ending 31 October 2017 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of Financial Transactions
5. Applications for Financial Assistance
 - Grenoside Scout & Guide Group – Christmas tree application - 7.10pm
 - Friends of Grenoside Green – Christmas tree application - 7.20pm
6. To receive Grant Monitoring Forms
7. To receive a report from City Councillor A Bainbridge from the Archive Project meeting on the 19 October 2017
8. To consider a draft budget and precept for the financial year ended 31 March 2019.
9. To receive and adopt a copy of the report from the Council's Internal Auditor
10. To consider and approve the Administration Assistant continuing study in NVQ Level 3 in Administration.
11. Correspondence

Yours faithfully,

D Morton

D J Morton
Clerk and Financial Officer

Would members please advise the Chairman of this committee as soon as possible if they are unable to attend the meeting in order that arrangements may be made to ensure a quorum is present