

BEARSTED PARISH COUNCIL

www.bearstedparishcouncil.gov.uk

Madginford Hall, Egremont Road, Bearsted, Maidstone. ME15 8LH
Telephone: 01622 630165 Email: clerk@bearstedparishcouncil.gov.uk

A G E N D A

To All members of the Council, Press and Public

Members are hereby summoned and notice is given that a **Meeting of the Finance Committee** will be held on Tuesday 23rd July, 2019 at Madginford Hall, Egremont Road, Bearsted commencing at 7.30 p.m.

REPORTS FROM MEMBERS OF THE PUBLIC

This is a concessionary short session and will be limited to 15 minutes. Three minutes per person will be allowed and only if time permits will further comments be heard.

This is a for information session only and no action can be taken upon those items raised

- 1. Declarations of intention to record**
Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk. Details of our full recording policy can be found on our website.
- 2. Apologies for absence**
- 3. Declaration of Interests, Dispensations, Predetermination or Lobbying**
- 4. Signing of minutes**
- 5. Matters arising from the last minutes and action points.**
Edge error update
- 6. Finance**
 - a) Resolution to authorise payments
 - b) Finance Reports
 - c) Balances of accounts
 - d) Corporate card expenditure
 - e) Grants and Donations requests
- 7. Policies for approval**
- 8. Summer Playscheme**
- 9. Market on the Green**
- 10. Audit feedback**
- 11. Recommendations following audit**
 - a) Signing off of invoices
 - b) Risk Assessments: recommendation for documentation

- c) Future procedure for invoicing allotments rent
- d) Purchase requisition procedure recommendations
- e) End of year reserves: documentation of plans and time frames for expenditure
- f) Consideration of separate savings account
- g) Regular maintenance of the Asset Register

12. Future Agenda items

13. Proposed date of next Meeting being 24th September, 2019

Signed:



**Sarah Lewis,
Clerk to Bearsted Parish Council.**

17th July, 2019