



WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury,
Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
clerk@wendover-pc.gov.uk

FINANCE COMMITTEE

18th February 2020 – 7:30pm

St. Anne's Hall, Wendover

Committee Membership:- Cllrs Bulpett (SB), Clayton (MC) Clare (KC), Green (RG), Gregory (NG), Walsh (TW) and Worth (SW).

To: All Committee Members

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

1	APOLOGIES FOR ABSENCE	
	To consider any apologies for absence received.	Decision/ALL
2	DECLARATIONS OF INTEREST	
	In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct.	Decision/ALL
3	PUBLIC PARTICIPATION – <i>Maximum 3 minutes per speaker</i>	
4	MINUTES	
	To confirm the minutes of the Finance Committee meeting of the 19 th November 2019 as a true record.	Decision/ALL
5	CORRESPONDENCE	
	To note and consider any items of Correspondence relevant to this Committee.	Decision/ALL
6	GENERAL REPORTS	
a	To receive an actions, update report from the Clerk/RFO.	Discussion/KS
b	To review the I&E report, EMRs and balance sheet for January 2020.	Discussion/KS
c	To review the over £1000 report and VAT reclaim for October to December 2019.	Discussion/KS
d	To review the bank reconciliations and statements for October to December 2019.	Discussion/KS
e	To review the cash book reports for October to December 2019.	Discussion/KS
f	To review the YTD Petty Cash reconciliation.	Discussion/KS
g	To receive an update on project costs.	Discussion/KS
h	To review and sign off any recent journals.	Discussion/KS
7	OTHER MATTERS	
a	KPI Performance	
	To receive a report on the Council's performance by its Key Performance Indicators (KPIs).	Note/KS
b	Risk Management Schedule	
	To receive an update on the Risk Management Schedule.	Note/KS
c	Gator Repairs	
	To receive a report on the cost of repairs to the gator over the last two financial years.	Note/KS
d	Virements	
	To consider some prepared suggested virements between budget lines 2019/2020.	Decision/KS

e	New Banking Arrangements	
	To receive an update on the new banking arrangements with Flagstone.	Note/KS
f	End of Year	
	To receive an update on the 2019/20 end of year process.	Decision/KS
g	Core Documents Review	
i	To review the Financial Regulations.	Decision/ALL
ii	To review the Committee's Terms of Reference and recommend any changes to full Council.	Decision/ALL
h	Grants Sub-Committee	
	To receive recommendations from the Grants Sub Committee regarding award of grants.	Decision/ALL
i	Responsible Financial Officer	
	To consider the Deputy Clerk becoming the RFO.	Decision/ALL
8	DATE OF NEXT MEETING	
	The next scheduled meeting of the Finance Committee is 19 th May 2020.	Decision/ALL
9	CLOSURE OF MEETING	

Signed:

Date: 13th February 2020



Keith Shelley
Clerk to the Council

Appendix One – Correspondence

Type	From	Content	Needs response?
Letter	Lloyds Bank	Un-signed cheque	No
Letter	Virgin Money	Virgin Money transferring to Clydesdale Bank	No
E-mail	BT Business	Price Changes	No