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Date: 30 April 2020

Clerk to the Council: Mr Tony Daniells

You are summoned to attend the **FINANCE COMMITTEE MEETING**  
of NEWLANDS PARISH COUNCIL as detailed below:

*Tony Daniells*  
Clerk to the Council

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|-------------------------|--|
| TIME, DATE AND LOCATION | <b>7.30 pm THURSDAY 7 MAY 2020</b><br><b>If you wish to attend, please download your client at:</b><br><a href="https://zoom.us/download#client_4meeting">https://zoom.us/download#client_4meeting</a> and contact the Clerk for a Meeting ID and Password |
| MEMBERS:                | Cllrs Fiona Tingle (Chair), Olivia Barneveld, Tony Berry, Adam Carden, David Crichton, Andy Kirby, Jason Parry, Lewes Price and Mike Read  |

- 1 Apologies: To receive any apologies for absence.
- 2 Declarations of Interest: Arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting.
- 3 Minutes: To receive and agree the Minutes of the Finance Committee Meeting held on 9 January 2020.
- 4 Public Participation: The meeting will recess for not more than 15 minutes so as to allow any members of the public to address the meeting.
- 5 Correspondence
  - a) Hall Business Rate: WCC have approved an exemption to the business rate for the community part of Newlands Hall for 2020/21. **To note.**
  - b) Zurich Insurance: A renewal notice has been received and previously circulated. **To confirm the levels of cover and renewal premium.**
- 6 Finance
  - a) Orders for Payment: To consider and approve the Orders for Payment (List 1 previously circulated).
  - b) Bank Statement: To receive and agree the bank balances (previously circulated) as at 30 April 2020. **To confirm the Balances and for the Chairman to sign the statement**
  - c) Accounts: To receive the Accounts for April 2020. (previously circulated) **To consider and determine any action.**
- 7 Account Review 2019/2020
  - a) To review the 2019/20 Statement of Account. **To agree that this represents an accurate position.**
  - b) Annual Governance and Accountability Return (AGAR): To note the timetable for completion of the Audit process. **To note.**
  - c) Internal Audit: The Internal Auditor will complete her review when the current restrictions are lifted. **To note.**
  - d) Internal Audit: **To agree the release of the 2019/20 Statement of Account to the Internal Auditor.**
  - e) 2019/20 Surplus: To consider and agree where surplus funds from the 2019/20 year are allocated to and invested. **To consider and agree.**
  - f) Audit report & Risk Assessment: To receive a report on the financial systems' internal controls of Newlands Parish Council for 2019/20 prepared by the RFO. **To consider and agree the content.**
  - g) Asset Register: **To receive the Asset Register and review and agree the content.**
- 8 Financial Regulations:
  - a) The Regulations are reviewed annually in May. **To consider and agree any changes or that Financial Regulations remain current.**

- 9 Any other report which the Chairman deems urgent or for inclusion on the next agenda – NO DECISIONS can be made.**