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Date: 3 May 2021

Clerk to the Council: Karen Seear

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

Karen Seear
Clerk to the Council

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| TIME, DATE AND LOCATION | 7.30 pm THURSDAY 6 MAY 2021. The meeting will be a virtual meeting using the Zoom platform To join the meeting, use the following details: Meeting ID: 576 123 0357 Password: 278588. |
| 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 4 March 2021 and the Minutes of the Special Finance Committee meeting held on 22 April 2021.
- 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) 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 2021. **To confirm the Balances and for the Chairman to sign the statement**
 - c) Accounts: To receive the Accounts for April 2021. (previously circulated) **To consider and determine any action.**
- 7 Account Review 2020/2021
 - a) To review the 2020/21 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 at a mutually agreeable date. **To note.**
 - d) Internal Audit: **To agree the release of the 2020/21 Statement of Account to the Internal Auditor.**
 - e) 2020/21 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 2020/21 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.**