

Mundesley-on-Sea Parish Council

8 June 2015

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee** to be held on **Wednesday 17 June 2015** in the **Coronation Hall, Mundesley** at 7:00pm.

Yours faithfully

Mrs J White – Clerk
Email: clerk@mundesley-pc.gov.uk

AGENDA

- 01 REQUESTS FOR FILMING OR RECORDING**
- 02 ELECTION OF CHAIRMAN**
- 03 ELECTION OF VICE-CHAIRMAN**
- 04 APOLOGIES FOR ABSENCE**
- 05 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION**
- 06 MINUTES OF THE PREVIOUS MEETING**
Agreed at the Annual Parish Meeting held on 27 April 2015
- 07 FINANCE**
 - 7.1 To consider and agree DRAFT Accounts for Year Ending 31.03.15
 - 7.2 To consider reinvestment of Bond which matured in May - £55,000 plus interest
 - 7.3 To consider bank reconciliations being signed off quarterly by a Councillor other than the Chairman
 - 7.4 To consider invoices for payment to date
 - 7.5 Approval to sign Annual Return
 - 7.6 To consider and agree paying Tax and NI by Direct Debit via SAGE
 - 7.7 To consider and agree a credit card for the Clerk
 - 7.8 To consider and agree the use of Purchase Orders
- 08 APPOINTMENT OF RESPONSIBLE FINANCE OFFICE (RFO)**
Consideration to be given to Mrs Garrard becoming the RFO
- 09 INTERMEDIATE AUDIT**
- 10 TELEPHONE BOXES**
To consider adoption of 4 telephone boxes fitted with defibrillators, as well as a defibrillator on the wall of the museum. Cost approximately £4,500. Consider using money from matured Bond.
- 11 FINANCIAL REGULATIONS**
To consider adopting draft Finance Regulations from NALC

- 12 ASSET REGISTER**
To consider updating and agree
- 13 CORRESPONDENCE**
To consider any correspondence and agree action
- 14 TO REPORT ANY OTHER BUSINESS**
Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the council
- 15 PUBLIC PARTICIPATION TIME**
To resolve that the meeting be closed for a maximum of 15 minutes to allow public participation (3 minutes per person)
Note that only items in the Agenda are to be discussed – for any other item/subject please contact the clerk in writing for submission at a future meeting.
- 16 DATE OF NEXT MEETING**
To confirm the next meeting of this committee will take place on Wednesday 15 July 2015 at 7pm in Coronation Hall, Mundesley.

DISTRUBUTION TO ALL MEMBERS