

WINSTER FINANCE COMMITTEE

NOTICE OF MEETING: THURSDAY 3rd March 2022, 7PM

Burton Institute, Winster

To all members of the Finance Committee.

You are summoned to attend a meeting of Winster Parish Council Finance Committee to be held at 7.00pm on Thursday 3rd March 2022, for the purposes of transacting the business below:

T. Dale

Mrs T. Dale, 28th February 2022.

Clerk/RFO to Winster Parish Council

Email: clerk@winsterparishcouncil.gov.uk

03/01/22 To consider accepting any apologies for absence.

03/02/22 To record declarations of personal or pecuniary interests from Members as to any items to be discussed, and as necessary or appropriate, to receive and approve any Members' requests for dispensations on matters in which they have any Disclosable Pecuniary Interests.

03/03/22 **Public Participation:**

Members of the public will be allowed to speak to the meeting upon items included in the agenda in accordance with Standing Orders and at the discretion of the Chair of the meeting.

03/04/22 **Members questions to the Chair**

03/05/22 **Minutes of Last Meeting and Matters Relating Thereto:**

The reintroduction of minutes to be taken: Future agenda to include the following:

A: To consider for approval the Minutes of the Finance Committee meeting held on xxxx, and to arrange for the Chair of this meeting to sign them as a true and accurate record of the meeting to which they relate.

B: To note, discuss, consider, and instruct further upon, if appropriate or necessary, items previously discussed and requiring further attention, where not included elsewhere on this Agenda.

Business Matters:

03/06/22 Accounts:

A: Clerk to update committee on work completed to date for the financial year 2021/22. To share templates/formats of accountancy workbooks and seek agreement to use from the committee.

B: Identify any missing/gaps in documentation, and if required seek a clear plan to resolve.

C: Committee to agree categorisation of expenses and income for year-end accounts in readiness for audit, working through payments made and received.

D: Identify any other items needing to be added to or creation of a journal, to enable year end spend on certain activities to be identified.

E: General knowledge share to aid the Clerk/RFO to support in the new role.

F: Identify any outstanding invoices.

G: List any annual/month subscriptions/memberships and costs.

03/07/22 Revisit the 2021/22 Three Year Forecast – is it still fit for purpose? does it meet the current aspirations?

03/08/22 Revisit/discuss earmarked reserve amounts, following the discussion of agenda item 03/07/22.

A: General Reserve - £4,000

B: Open Spaces - £5,000

C: Property - £7,121

D: Election - £816

E: Cemetery - £20,699

03/08/22 To note and, if urgently required, to discuss (but not to have decisions taken upon if not otherwise specified elsewhere in this Agenda) any other issues which merit the Winster Finance Committee's attention.

03/08/22 To agree date of next Finance Committee meeting.

END