



HELMDON PARISH COUNCIL

COUNCIL MEETING



Members of the Finance Committee of Helmdon Parish Council are summoned to attend a meeting of the committee in the Committee Room, Church Street, Helmdon on **Tuesday 9th May, 2017 at 8pm**

Members of the public and press are welcome to attend this meeting. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.

AGENDA

1. Apologies for absence
2. Declarations of Interest
3. Approval and signature of the minutes of the meeting of 16th January, 2017.
4. Matters arising
5. Open Forum
6. To review the Internal Controls Councillor (ICC) reporting procedure
7. To consider the following and confirm that all documents meet the needs of the Council.
 - a. Finance Committee Terms of Reference
 - b. Internal Audit Service Terms of Reference
 - c. Risk Assessment
 - d. System of Internal Control
8. To review the draft Expenses Policy
9. To close off accounts for y/e 31st March 2017
10. To agree Annual Return figures to put to the meeting of the full Council on 24th May 2017 and consider responses to the Annual Governance Statement.
11. To review banking signatories
12. Councillor questions
13. Close

Signed _____ dated _____

Helen du Bois
Clerk to Helmdon Parish Council

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