



# HELMDDON PARISH COUNCIL

## FINANCE COMMITTEE MEETING



Members of the Finance Committee of Helmdon Parish Council are summoned to attend a meeting of the committee to be held straight after the Planning meeting, in the Committee Room, Reading Room, Church Street, Helmdon, NN13 5QJ on **Tuesday 22<sup>nd</sup> September 2015 at 8.30pm**

*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. Election of Chair
2. Apologies
3. Election of Vice Chair
4. Declarations of Interest
5. Approval and signature of the minutes of the meeting of 20<sup>th</sup> January 2015
6. Matters arising
7. Open Forum
8. To appoint a councillor to be the Internal Controls Councillor
9. To receive the report of the internal auditor for the year ending 31<sup>st</sup> March, 2015
10. Conclusion of audit for the year ending 31<sup>st</sup> March, 2015
11. To receive a report on the financial administration of the school field drainage project
12. To review banking arrangements and confirmation of authority and signatories:
  - a. the addition of Helen du Bois (Helmdon Parish Clerk) as the Account Administrator with View and Submit level of access
  - b. to change the authority level from Dual Authority to Triple Authority
  - c. the addition of Cllr Hart and Cllr Vicars as Registered Users with View and Authorise level of access
13. To review the Mowing contract from 2016 onwards
14. To agree schedule of meetings for the next 12 months
15. Close

Signed \_\_\_\_\_ Dated \_\_\_\_\_

*Helen du Bois*  
*Clerk to Helmdon Parish Council*  
*2A Station Road, Helmdon, NN13 5QT tel: 01295 768588*