Members of the Committee named below are summoned to attend the above meeting which will be held on **Thursday 13th October** at the **CIVIC CENTRE, Edward German Room**, Whitchurch commencing at 7:00pm

All Councillors are invited to attend. The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

**Date of Notice: 6th October 2016**

Zoë Dean  
**Acting Town Clerk**

**To: Cllrs A Chesters, B Duffy, T O’Neill, T Harris, M Rigley and J Sinnott.**

**AGENDA**

1. **APOLOGIES**  
   To receive any apologies and reasons for absence

2. **DECLARATION OF INTEREST**  
   To receive any Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any item on the agenda for the meeting.

3. **MINUTES**  
   To confirm the minutes of the Finance Committee meeting held on **7th September 2016** sign as an accurate record of that meeting (copy attached)

4. **OUTSTANDING MATTERS**  
   To discuss the raised issues relating to the Accounts 2015/16

5. **PUBLIC PARTICIPATION**  
   Members of the public are invited to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Committee has a responsibility. The Chairman will at this point, suspend Standing Orders to allow any members of the public to address the meeting

6. **ACCOUNTS MONTH 6**  
   To receive the most up to date copy of the accounts.
7. BANKING FORMS  
   To Cllr McDonald as a signatory at the bank.

8. CORRESPONDENCE REGARDING VAT  
   To receive an update on the VAT issue and training dates.

9. ASSET REGISTER  
   To review the asset register.

10. GRANTS  
    To discuss late grant applications.

11. BUDGET 2017/2018  
    To discuss the budget for the coming year.

12. CHRISTMAS LIGHTS SCHEME 2016  
    To recommend approval for the 2016 scheme.

13. PARISH PLAN REFRESH  
    To discuss allocating funding to the Parish Plan Refresh when the budget is set.

14. FINANCIAL RISK ASSESSMENT UPDATE  
    To approve the financial risk assessment.

15. CONFIDENTIAL BUSINESS  
    To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

16. STAFF SALARIES  
    To discuss the implementation of the updated NJC pay scales as of April 2016.

17. FACILITIES OFFICER  
    To discuss hourly wage rise.