

To:

The Vice-Chairman and
Members of the Finance &
Personnel Committee

10 October 2017

NOTICE OF FINANCE & PERSONNEL COMMITTEE MEETING

The Vice-Chairman and Members of the Council's Finance & Personnel Committee
are hereby summoned to attend the following meeting:

Meeting: Finance & Personnel Committee
Date: Monday, 16 October 2017
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Sarah Jenkins
Town Clerk

A G E N D A

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Town Clerk in advance of the meeting.

3. MINUTES

To accept as a true record the minutes of the meeting held on 17 July 2017.

4. PUBLIC PARTICIPATION

To consider requests from members of the public to make representations, answer questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

5. FEEDBACK ON PREVIOUS GRANT APPLICATIONS

To receive feedback on previous grant applications for the following:

- Cranbrook summer youth activities programme
- Motor cycle group

6. 2017-18 QUARTER 2 BUDGET MONITORING REPORT

To approve the budget monitoring report for the second quarter of the 2017-18 financial year as well as the underlying documents as follows:

- a) Receipts and payments (Cash Book)
- b) Accounts summary – Receipts and Payments

7. BANK RECONCILIATION

On 19 June 2017, full Council appointed Cllr Leslie Bayliss as its signatory for bank statements and quarterly bank reconciliations (minute 17/143 refers) who will verify and sign the documentation relating to the 2017-18 second quarter.

To approve the quarterly bank reconciliation dated 9 October 2017.

8. BUDGET FOR THE FINANCIAL YEAR 2018-19

To consider draft budget proposals for the financial year 2018 – 19.

9. TO CLOSE THE MEETING