

Kelvedon Parish Council

The Old Fire Station, 102 High Street, Kelvedon, Essex CO5 9AA

16 November 2015

To members of the Finance Committee:

Chairman: Cllr Pilbeam

Cllrs Anderson, Buttery, Hooper

Ex Officio - Cllrs Dixon and Martin

Members of the Finance Committee are summoned to attend a meeting at 7.30 pm on Wednesday 9 March 2016 in the Council Chamber, to transact the business shown in the agenda. The public and press are welcome to be present.

Members are reminded to declare any personal or prejudicial interests as they arise on the Agenda.

Philippa Potter

Parish Clerk

A G E N D A

- 1 Apologies for Absence**
To receive any apologies for absence.
- 2 Minutes**
To confirm the minutes of the meeting held on 25 November 2015.
- 3 Declarations of Interest**
The Chairman to invite Councillors to declare any appropriate disclosures.
- 4 Public Discussion**
The Public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 5 Grant policy/grant application form 2016-17**
Full review of policy required. Revised grant application form to be drawn up.
- 6 Grant application – St Mary's Church**
Confirmation of grant monies to be paid.
- 7 FSCS – Banking Arrangements**
Review accounts in light of changes to legislation.
- 8 KPC Insurance**
Full review required to ensure full cover of all assets etc.
- 9 KPC Asset Register**
To be formulated.
- 10 Cllr internal monthly audit of finances**
Cllr nominee required to carry out monthly financial audit.
- 11 Staff Payroll – outsource/BACs payments to staff**
Consideration to be given to staff being paid by BACs via Barclays.

- 12 **Date of Next meeting(s)**
Dates for 2016 to be arranged.