



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

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AGENDA AND NOTICE OF MEETING

Members of the Finance and Policy Management Committee are summoned to attend a Finance and Policy Management Committee meeting which is to be held on Monday, 29th April 2024 at 7.00pm in the Pavilion

1. To nominate a Chairman for the Finance and Policy Management Group
2. To approve Terms of Reference for recommendation to full council.
[September 2012](#)
3. To consider apologies for absence
4. To receive disclosures of interest and dispensations
5. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 29th January 2024
<https://longstratton.sharepoint.com/Clerk%20and%20Admin/Clerk,%20Admin%20&%20Cllrs/Meetings/Finance%20and%20policy%20management/2024/January/Finance%20Minutes%2029.01.2024%20DRAFT.docx>
6. To review and sign for accuracy bank reconciliations.
7. To receive a report from the Internal Scrutineer
8. To review preliminary end of year budget figures for 2023/24
9. To review and recommend regular suppliers and payments for 2024/25
10. To discuss and decide on the following policies for recommendation to Council
 - a. Standing Orders
[24.04.2024 Standing Order DRAFT](#)
 - b. Internal Scrutineer
[Internal Control- Scrutineer Policy DRAFT 23.04.2024](#)
 - c. Risk Management
[Risk Management Schedule DRAFT 24.04.2024](#)
 - d. Petty Cash
[Petty Cash policy DRAFT 23.04.2024](#)
 - e. Code of Conduct
[DRAFT Model Councillor Code of Conduct 2024 LSTC](#)
11. Any other business (not for discussion)