



# Long Stratton Parish Council

The Street, Long Stratton, NR15 2AH Telephone 01508 530524

Chairman: Mr Steve Adcock. Clerk: Mrs R Buck

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 Wednesday 19<sup>th</sup> September 2018 at 7pm at the Parish Office.

## AGENDA AND NOTICE OF MEETING

1. To nominate a Chairman for the meeting on 19<sup>th</sup> September 2018
2. To consider apologies for absence
3. To receive disclosures of interest and dispensations
4. To confirm the minutes of the previous Finance and Policy Management Committee meeting held 30<sup>th</sup> January
5. To discuss and decide on the content of policies prepared for full council resolution
6. To review financial risk assessment for 2018/19 for recommendation for Council
7. To review asset log for 2018/19 for confirmation to Council for accuracy.
8. Finance.
  - i. To review Council bank statements for year end 2017/18 for confirmation to full Council
  - ii. To review ear- marked reserves for 2018/19 for recommendation to full Council
  - iii. To review year end expenditure 2018/19 to confirm authorised expenditure only has occurred.
  - iv. To confirm bank reconciliations for 2018/19
9. To confirm an appraisal panel and time for the Clerk's appraisal
10. To discuss and decide on recommendations for pay increases for staff for recommendation to Council to commence April 2019.
11. AOB – for information purposes only
  - i. Note correspondence from Unity Trust Bank.
12. To resolve to exclude the press and public for reasons of confidentiality relating to personnel (LGA admission to meetings act 1960 s1(2))
13. To confirm accuracy of amendments to Clerks contract following resolutions made at full Council
14. To review the Admin Assistants contract for recommendation to Council

Circulation list: Cllrs Adcock, Race, Frances.