



NORTH WALSHAM TOWN COUNCIL

Finance Meeting – Tuesday 17th June 2025

Published: 11th June 2025

Time: 18.30 pm

Place: Cedar House, New Road, North Walsham NR28 9DE

Councillors are hereby summoned to attend the above Committee meeting of the Council.

All members of the public and press are welcome to attend and can address the Council during a public participation session but are not permitted to take part in any of the debates.

Town Clerk

AGENDA

1. **TO ELECT A CHAIR OF THE FINANCE COMMITTEE**
2. **TO ELECT A VICE CHAIR OF THE FINANCE COMMITTEE**
3. **TO APPOINT INTERNAL SCRUTINEER – This should not be a bank signatory**
4. **TO RECEIVE APOLOGIES FOR ABSENCE**
5. **TO RECEIVE DECLARATIONS OF INTEREST** - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)
6. **TO APPROVE MINUTES OF PREVIOUS MEETING** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)
To approve minutes of the Finance meeting held on 15th April 2025
7. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
8. **TO REVIEW POLICIES & ToR'S** -
 - 8.1. Finance & Grants ToR's
 - 8.2. Financial Regulations to include approved suppliers list
 - 8.3. Financial Risk Management.
 - 8.4. Grant Award Policy
 - 8.5. Investment Policy
 - 8.6. Reserve Policy
 - 8.7. Internal Control Policy
9. **TO RECEIVE UPDATE ON PENSIONS AND CONSIDER APPOINTING AN EXTERNAL AUDITOR**
 - 9.1. To discuss outsource of payroll

10. TO RECEIVE THE INTERNAL AUDITORS REPORT

11. TO RECEIVE FINANCE REPORTS

11.1 To discuss Reserves and agree amendments required

11.2 To receive Receipts and Payments 31/05/2025

11.3 To receive updated budget and projected forecast 2025/2026

12. TO REVIEW BANK SIGNATORIES AND AGREE AMENDMENT REQUIREMENTS ON ALL ACCOUNTS

13. TO RECEIVE UPDATE ON COST CODING STRUCTURE EXERCISE

14. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

15. DATE OF NEXT MEETING