



NORTH WALSHAM TOWN COUNCIL

Finance Meeting – Monday 17th June 2024

Published: 13th June 2024

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. **APPOINT INTERNAL SCRUTINEER – This should not be a bank signatory**
3.1 Arrange a date and time for scrutineer to come to the office.
4. **APOLOGIES FOR ABSENCE**
5. **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 meeting held on 22nd April 2024
7. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
Decision/Action log (attached)
8. **TO REVIEW POLICIES & ToR'S** - for recommendation to annual Council meeting
 - 8.1. Finance & Grants ToR's – To consider looking at grants that come in at every meeting. To review the process for tenders. To remove approve year end accounts and AGAR. This should be done at Full Council
 - 8.2. Review Financial Regulations
 - 8.3. Review Financial Risk Management.

9. TO CONSIDER THE PURCHASE OF A CARD MACHINE

10. TO RECEIVE THE RFO REPORT

11. TO AGREE BANK SIGNATORIES ON ALL ACCOUNTS

The clerk and RFO to be added to bank mandates

12. 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)

10. DATE OF NEXT MEETING