



15<sup>th</sup> May 2019

# FINANCE COMMITTEE

**TO: MEMBERS OF THE FINANCE COMMITTEE**

You are hereby invited to attend a meeting of the **FINANCE COMMITTEE** which will be held on **21<sup>st</sup> May 2019** at the **Parish Council Offices**, Hainault Road, Chigwell, at **9.00am** to transact the business shown in the Agenda below.

**Anthony Belgrave**  
**Clerk to the Council**

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## AGENDA

**1. RECORDING OF MEETINGS**

Members of the Public and Councillors are asked to note that in accordance with Standing order 3 (i) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

**2. ELECTION OF CHAIRMAN** 

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon.

**3. ELECTION OF VICE CHAIRMAN** 

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.



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**4. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**5. OTHER ABSENCES**

To **NOTE** any absences for which no apology has been received.

**6. CONFIRMATION OF MINUTES** 



To **APPROVE**, as a correct record, the Minutes of the Meetings of the Finance & Performance Committee held on 23<sup>rd</sup> April 2019.

**7. DECLARATIONS OF INTEREST** 

To **RECEIVE** any Declarations of Interest by Members.

- *A Member with a personal interest in a matter must consider whether it is a “prejudicial interest” (i.e. prejudicial to the public interest).*
- *A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member’s judgement of the public interest.*

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

**8. REPORT FROM THE FINANCIAL OFFICER**



Members are asked to **NOTE** the provisional income/expenditure reports and the general reserves figure for the 2018/19 financial year, from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019, shown at **Appendix 1a** and **Appendix 1b**, respectively.

Members are now asked to **COMMENT** on these documents.

**9. INTERNAL AUDIT REPORT**



Members are asked to **NOTE** the Internal Auditor’s report, dated 9<sup>th</sup> April 2019, shown at **Appendix 2**.

Members are now asked to **COMMENT** on this document.



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#### 10. ACCOUNTING SOFTWARE

Members will **RECEIVE** an oral report from the Responsible Financial Officer on this subject.

Members are now asked to **COMMENT** on this.

#### 11. UPDATE ON QUERY FROM EXTERNAL AUDITOR



Members are reminded that correspondence (*shown at Appendix 3*) has been sent by the Responsible Financial Officer, to the External Auditor, in response to a formerly received query. This action was confirmed by the former; Chairman, Vice-Chairman and the Chairman of the Finance & Performance Committee. Further, the aforementioned document was **APPROVED** by the Council at the meeting held on 24<sup>th</sup> April 2019, this resolution was passed by recorded vote. (*other relevant documentation will be tabled at the meeting*)

Members will now **RECEIVE** an update from the Responsible Financial Officer on this matter.

Members are now asked to **COMMENT** on this.

#### 12. DATE OF NEXT MEETING

Members are now asked to **CONSIDER** the date of the next meeting.

#### 13. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (blue) pages, to **CONSIDER** the following motion to be proposed by the Vice Chairman:

*“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”*

**There are no confidential items to be considered.**

Anthony Belgrave  
Clerk to the Council