

## **TWYFORD PARISH COUNCIL**

### **SUMMONS to attend a meeting of the Finance Committee**

to be held on **Thursday 11<sup>th</sup> April 2019** at 7.30p.m. Gilbert Room, Twyford Parish Hall

Members of the public and press are invited to attend except for any specific item marked confidential on the agenda. The press and public may not speak when the Council is in session, but they can make points or ask questions in the allocated time during the questions from members of the public item on the agenda.

<b>Item</b>	<b>Agenda</b>
F1/19	To note absences and consider apologies for absence
F2/19	To receive declarations of interest relevant to Agenda Items
F3/19	Public Participation - To receive questions from the members of the public
F4/19	To approve and sign as a true record the minutes of the meeting held on 28 <sup>th</sup> February 2019
F5/19	Update on matters arising from the minutes of the meeting held on 28 <sup>th</sup> February 2019
F6/19	Review and Sign off Q4 financials
F7/19	Review and approve Q4 VAT return, including adjustment for tennis court resurfacing
F8/19	Review and sign off year end financials for 2018 / 2019, including analysis of variance
F9/19	Draft the AGAR and reconciliation forms for year end 2018 / 2019, and review process for completing documentation for external audit.
F10/19	Review 2018 / 2019 year end submission for HMRC and pensions
F11/19	Consider all points for consideration for internal audit, including Governance documentation, Website and Minutes.
F12/19	Review and approve the changes to Clerk pay and pension for 2019 / 2020. Review the pay and hours for the pavilion cleaner.
F13/19	Review Berry Meadow project budget, Leaders grant, and VAT implications.
F14/19	Review progress on moving to digital accounting system with Edge IT.
F15/19	To raise any items for the next agenda and agree the date of the next meeting currently scheduled for 11 <sup>th</sup> July 2019

Jo Nicholson - Clerk to the Parish Council – 3<sup>rd</sup> April 2019

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