

TO: Cllr Fenton, Cllr Mackonchie, Cllr Patterson, Cllr Saunders, Cllr Sawyer,

ALL COUNCILLORS ARE HEREBY SUMMONED to attend the Finance & Resources Committee Meeting of CAPEL PARISH COUNCIL to be held in Arnold Cooke Hall, Tudeley, at 7.30pm on 3 JUNE 2019 when it is proposed to transact the business shown on the agenda below.

The meeting will be open to press and public.

FINANCE AND REOURCES COMMITTEE AGENDA

Agenda No	Minute No		Action By:
1.		ADMINISTRATION - Fire Exits, Sign in Sheets, Assembly Point, Mobile Phones.	
2.	283	APOLOGIES FOR ABSENCE – to receive and accept apologies for absence	
3.	284	TO ELECT A CHAIRMAN	
4.	285	TO ELECT A VICE CHAIRMAN	
5.	286	TO AGREE THE TERMS OF REFERENCE	
6.	287	COUNCILLOR DECLARATIONS – To receive any declarations of personal or prejudicial interest	
7.	288	MINUTES OF FINANCE AND RESOURCES COMMITTEE held on 4 MARCH 2019 – To consider the Minutes and if in order to authorise the Chairman to sign as a true and accurate record.	
8.	289	MATTERS ARISING FROM LAST MINUTES	
9.	290	FINANCIAL MATTERS 9.1 Bank Reconciliation (page 2) 9.2. Budget Report 2019/20 – previously sent 9.3. Website updating 9.4. Financial Regulations – to add a paragraph (highlighted in red) 9.5. Financial Software quotes – circulated 9.6. To sign the Bank Reconciliation for April 2019 9.7. Asset Register 2019 9.8. To consider a Grant request from the Fete Committee of £564.00 9.9. To remove a Signatory from the Bank Mandate	
10.	291	DATE OF NEXT MEETING – 9 th September 2019, Arnold Cooke Hall 7.30pm	

Michelle Rumble - RFO

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