

# CAPEL PARISH COUNCIL

**TO:** Cllrs Fenton, Mackonochie, Patterson, Saunders, Sawyer

ALL COUNCILLORS ARE HEREBY SUMMONED to attend the **Finance and Resources Committee Meeting of CAPEL PARISH COUNCIL** to be held in **Arnold Cooke Hall, Tudeley at 7:30pm on 9 September 2019** when it is proposed to transact the business show in the agenda below. The Meeting will be open to the press and public.

*Helen Munro*

Responsible Financial Officer

Date of Issue: 3 September 2019

## AGENDA

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<b>Agenda No</b>	<b>Minute No</b>	
<b>1.</b>		<b>ADMINISTRATION.</b> Fire exits, sign in sheets, assembly point.
<b>2.</b>	<b>292</b>	<b>APOLOGIES FOR ABSENCE.</b> To receive and accept apologies for absence.
<b>3.</b>	<b>293</b>	<b>COUNCILLOR DECLARATIONS.</b> Declarations of Pecuniary interests on any item on the agenda.  Where any councillor has a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) in any matter to be considered at a meeting of the Council, a committee, sub-committee or joint committee, they must withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter unless a dispensation has been obtained from the Monitoring Officer.
<b>4.</b>	<b>294</b>	<b>MINUTES.</b> To consider the minutes of the meeting held on 3 June 2019 and, if in order, to authorise the Chairman to sign as a true and accurate record.
<b>5.</b>	<b>295</b>	<b>MATTERS ARISING FROM THE LAST MINUTES.</b>
<b>6.</b>	<b>296</b>	<b>WORKING PROCEDURES.</b>  6.1. To receive initial report from the Interim RFO. 6.2. To review working procedures. 6.3. To agree the RFO's priorities.
<b>7.</b>	<b>297</b>	<b>WEBSITE AND IT.</b> To consider website updating and software investigations.
<b>8.</b>	<b>298</b>	<b>BUDGET 2020/21.</b> To consider draft budget requirements.

## **CAPEL PARISH COUNCIL**

- 9. 299 FINANCIAL MATTERS.**
- 7.1 To note delay to the preparation of the financial information and agree timetable.
  - 7.2 To note the new registered primary user for the on-line bank account.
  - 7.3 To review insurance renewal and agree any changes.
- 10. 300 AUDIT 2018/19.** To note completion of External Audit and "Except for matters".
- 11. 301 DATE OF NEXT MEETING.** 4 November 2019 at 7:30pm in Arnold Cooke Hall.