



HALESWORTH TOWN COUNCIL

FINANCE & GOVERNANCE COMMITTEE

To members of the Finance & Personnel Committee: You are hereby summoned to attend a meeting on **Monday 19th June, 2023 at 6.30pm in the DAY CENTRE**

Members of the public and the Press may attend the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'N.J. Rees'.

N.J.Rees
Town Clerk

AGENDA

- 1) **To Elect a Vice Chair**
- 2) **Apologies.**
- 3) **Declarations of Interest:** To receive declarations for pecuniary & non-pecuniary interests.
- 4) **Minutes:** To approve the report of the Finance & Personnel Committee meeting held on Monday 17th April, 2023
- 5) **Matters arising from the minutes.**
- 6) **Finances:**
 - a. To receive the monthly report of the end of expenditure against the budget
 - b. CIL & Reserves report
 - c. To consider committing CIL funding for the Wayfinding Project
- 7) **Banking:**
 - a. Additional signatories required
 - b. Review of the bank accounts
- 8) **Audit:** Update on External audit report (if available)
- 9) **Day Centre:** Annual room hire contribution
- 10) **To review the following documents:**
 - a. Risk Assessment
 - b. Asset Register
- 11) **Correspondence:**
- 12) **News Items:** To consider any items for the website/newsletters.
- 13) **Accounts for Payment:** To consider the list of accounts for payment.
- 14) **Staff Matters:** This item to be held *in camera*