

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING AGENDA

Council members are hereby summoned to attend Rotherfield Peppard Finance and Staffing Committee Meeting which will be held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard on Tuesday 3rd October at 1pm, when the following business will be considered and transacted.

Time	Item
1:00	Open forum: Members of the public may ask questions or make a short statement to the Finance and Staffing Committee.
1:10	1. Apologies: To receive apologies for absence.
1:12	2. Declarations: To receive any declarations of pecuniary interest from Members.
1:15	3. Minutes: To discuss, and amend, if necessary, the Minutes of the Finance and Staffing meeting held on Tuesday 4 th April and thereafter approve as a true and correct record of the meeting. (Appendix1)
1.20	4. Bank Reconciliation End of Half. (a) Clerk proposes agreement for accounts 2017/18, end of first half. (b) Clerk proposes a review of budget 2017/18 – To review and agree accounts against annual budget and action accordingly (c) Update on Charity accounts
1:30	5. Annual Return 2016/17 Clerk to update on annual review 2016/17 completion
1.35	6. Pavilion Improvements To discuss and agree the upcoming payment to Architects for Pavilion improvements To discuss and agree the general financing of the Pavilion improvements
1.40	7. Staffing Update Clerk to update any staffing issues
1:45	6. Matters for future meetings:

Meeting scheduled to finish at 1:50pm. Meeting timings are approximate. Please note that paper copies of the agenda will be available at the meeting – all other papers will only be available on the website.

Agenda signed by *J Ashin*

Public and press are welcome to attend. For the purpose of accurate Minute taking, this meeting will be recorded. The recording will be deleted once the Minutes have been approved – usually at the next Council meeting.