

ROTHERFIELD PEPPARD PARISH COUNCIL
Members of the Finance and Staffing Committee are hereby summoned to attend a
Meeting of The Finance and Staffing Committee
at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on Tuesday 5th April 2016 7:30 pm.,
when the following business will be considered and transacted.

AGENDA

1 Apologies for absence:

- To receive and approve apologies of absence.

2 Declaration on Interest:

- To receive any declaration of interest from members.

3 Minutes from previous meeting:

- To discuss, amend if necessary the Minutes of the Finance and Staffing on 1st December 2015 and thereafter approve as a true and correct record of the meetings.

4 Expenses:

- To review Clerk's expenses for January – April 2016
- To review members' expense claims.

5 Charity Accounts 2015-16:

- To review Charity Accounts 2015-2016
- To review Bank reconciliation as at 31st March 2016
- To review Asset list as at 31st March 2016
- To receive an update regarding CAF Bank Account Mandate and agree action.

6 RPPC Accounts 2015-16:

- To review 2015-16 accounts
- To review Bank reconciliation as at 31st March 2016
- To review Asset list as at 31st March 2016

7 RPPC Accounts 2016-17:

- To consider impact of changing clerk on 2016-17 Budget

8 2015-16 Audits:

- To discuss requirements for Internal Audit visit on Thursday 13th April 2016
- To agree plans for external audit.
- To review and update RPPC's Risk Assessment.

9 Administration:

- To review Inspection Logs

10 Training:

- New Clerk's training requirements
- Members' training requirements.

11 Staff (Confidential):

- To consider requirements for new Clerk

--- End of Meeting ---

Agreed decisions to be proposed at full council meeting on Monday 13th April 2016.