

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING AGENDA

Council members are hereby summoned to attend A Special Meeting of Rotherfield Peppard Finance and Staffing Meeting which will be held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard on Tuesday 18th July at 9:15am, when the following business will be considered and transacted.

Time	Item
9:15	Open forum: Members of the public may ask questions or make a short statement to the Finance and Staffing Committee.
9:20	1. Apologies: To receive apologies for absence.
9:22	2. Declarations: To receive any declarations of pecuniary interest from Members.
9:25	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)
9:30	4. Annual Return 2016/17 To review and agree (a) Section 1 Annual report (b) Section 2 Annual report
9:40	5. Review of new 2017/18 finance review and sign off procedures: (a) Financial Spreadsheet review: Clerk proposes agreement of new spreadsheet for accounts 2017/18. (b) Procedures: Clerk proposes agreement of new file system for approving invoices and proposes a councillor approval monthly at the RPPC Full Council meeting and quarterly at the Finance and Staffing meeting
9:45	6. Bank Reconciliation Qtr 1 To review and agree reconciliation for Q1 accounts
9:50	7. Review of Budget To review and agree accounts against annual budget and action accordingly
9:55	8. Matters for future meetings:

Meeting scheduled to finish at 10:00am. 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.

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.