



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING

MONDAY 21st MAY, 2018 at 6.30pm

HELD IN THE DAY CENTRE
LONDON ROAD, HALESWORTH

To members of the Finance & Personnel Committee: You are hereby summoned to attend a Finance Committee meeting in the DAY CENTRE ROOM at the above address.

Yours faithfully

N.J.Rees
Town Clerk

AGENDA

- 1) **Election of Chair and 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 the 23rd April, 2018
- 5) **Matters arising from the minutes.**
- 6) **London Rd Building:** To consider any updates.
- 7) **Audit:**
 - a. To review the Internal Audit report and to approve its effectiveness.
 - b. To review section 1 (Annual Governance Statement) of the audit submission for 2017 – 2018 to PKF LittleJohn LLP Accountants.
 - c. To review section 2 (Accounting Statements) of the audit submission for 2017 – 2018 to PKF LittleJohn LLP Accountants.
 - d. To consider SALC's proposed internal control statement and to appoint a Cllr to undertake the checks on a quarterly basis.
- 8) **Finances:**
 - a. To receive a rolling report of expenditure against the budget.
 - b. To review the Free parking Contributions update and to consider authorising a new parking contributions honours board for 2018 - 2019
- 9) **Station building:** To consider any updates.
- 10) **Youth Workers.** Update on Detached Youth Workers
- 11) **Maintenance:** To consider any maintenance costs:
- 12) **Accounts for Payment:** To consider the list of accounts for payment.