

**Agenda for the FINANCE Committee meeting**
**THURSDAY 18 June 2020 at 10:00am via Zoom video conferencing**
**Meeting ID: 352 392 9862 Password: 654321**
**Aims and Objectives of the Finance Committee:**

- To ensure that the council is fully accountable for all spending and has the proper financial checks in place to do so and maintains appropriate software for this task
- To ensure that the office I.T. systems are efficient and 'up to the job' at all times
- To be able to accommodate the software requirements of other committees
- To look at and investigate all office areas where savings may be possible
- To work towards the development of paperless office systems and paperless meetings
- Investigate new and modern approaches to meetings
- Recording and translating minutes
- Regular and adequate Training of Committee Members
- Local Authority financial management and accountability

<b>Min No</b>	<b>Agenda Item</b>
<b>20200618/01</b>	<b>Election of Chairman and Vice Chairman</b>
<b>20200618/02</b>	<b>Apologies for Absence</b>
<b>20200618/03</b>	<b>Review the Aims and Objectives</b>
<b>20200618/04</b>	<b>Notification of any urgent matters to be taken under item 20200618/10</b>
<b>20200618/05</b>	<b>Actions from Extraordinary Meeting on 29 May 2020</b> <ul style="list-style-type: none"> <li>• Additional card be ordered in the name of Administrator Susan Luckhurst to raise payments on the Barclays Account.</li> <li>• Replacement card, telephone banking and internet banking details be ordered for Cllr Amarjeet Hans, the new Vice-Chair of Council for the Barclays Account.</li> <li>• Cllr Julia Walsh be added as an authoriser of payments as the new Chair of Council for the Barclays Account.</li> <li>• Cllr AH to check if dual signatories/authorisation are required at Metro.</li> <li>• Clerk to check and confirm if dual signatures are required for Nationwide and Unity accounts</li> </ul>
<b>20200618/06</b>	<b>Banking</b>
<b>20200618/07</b>	<b>Analysis of Budget Reports</b>
<b>20200618/08</b>	<b>Internal and External Audit</b>
<b>20200618/09</b>	<b>Correspondence List</b>
<b>20200618/10</b>	<b>Any other business notified at 20200608/04 above</b>
<b>20200618/11</b>	<b>Date and Time of Next Meeting</b>

Jagjit Brar - Clerk and RFO

12 June 2020