

CAPEL PARISH COUNCIL

Capel Village Hall
Falmouth Place
Five Oak Green
TN12 6RD
Email:finance@capelpc.co.uk

TO: Cllr Anthony (chairman), Cllr Fenton, Cllr Mackonchie, Cllr Patterson, Cllr Saunders, Cllr Sawyer,

ALL COUNCILLORS ARE HEREBY SUMMONED to attend the Finance & Resources Committee Meeting of CAPEL PARISH COUNCIL to be held in Arnold Cooke Hall, Tudeley at 7.30pm on 17 July 2017 when it is proposed to transact the business shown on the agenda below. The meeting will be open to press and public.

FINANCE AND REOURCES COMMITTEE AGENDA

Agenda No	Minute No		Action By:
1.		ADMINISTRATION - Fire Exits, Sign in Sheets, Assembly Point, Mobile Phones.	
2.	202	APOLOGIES FOR ABSENCE – to receive and accept apologies for absence	
3.	203	COUNCILLOR DECLARATIONS – To receive any declarations of personal or prejudicial interest	
4.	204	MINUTES OF FINANCE AND RESOURCES COMMITTEE held on 5th June 2017 – To consider the Minutes and if in order to authorise the Chairman to sign as a true and accurate record.	
5.	205	MATTERS ARISING FROM LAST MINUTES	
6.	206	TERMS OF REFERENCE 6.1 To agree the Terms of Reference	
7.	207	FINANCIAL REPORT 7.1 Bank Reconciliation (see page 3) 7.2 Income/Expenditure reports	
8.	208	BUDGETS 8.1 Recreation Ground project 8.2 Highways project 8.3 Budget Review	
9.	209	FINANCIAL MATTERS 9.1. Insurance review 9.2 Allotment rent review 9.3 Football pitch hire review 9.4 Business Deposit Card	
10.	210	PERSONNEL MATTERS	

To resolve to go into closed session and to exclude the press and public during items 10 (Admissions to Meetings) Act 1960.

11. 211. **DATE OF NEXT MEETING**
To be agreed at the meeting

Michelle Rumble
Responsible Financial Officer

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