

# Whiteley Parish Council

## Finance Committee

Dear Committee Members

You are hereby summoned to attend a meeting of the above Committee to be held at Meadowside Leisure Centre, Whiteley on Wednesday 24<sup>th</sup> June 2009 at **7pm**. The business to be transacted at that meeting will be:

- 1. To receive apologies for absence**
- 2. To receive declarations of interest regarding agenda items**
- 3. To adjourn meeting to allow participation by members of the public**
- 4. Meeting resumed to consider the following agenda items:**
  - 4.1 To reconsider a grant application from Henry Cort Community College
  - 4.2 To address action items to improve effectiveness of internal controls:
    - 4.2.1 Review grant application terms and conditions
    - 4.2.2 Review access to finance information should Clerk be unavailable
    - 4.2.3 Review issues raised by Internal Auditor:
      - All pages of minutes not always initialled (has been completed by Chairman retrospectively)
      - VAT issues
      - Increase level of Fidelity Guarantee from £40K to £50K (year end balance plus half precept as Audit Commission Guidelines)
  - 4.3 To identify any unmanaged risks within this committee's remit
- 5. Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available**
- 6. Recent correspondence / reports from meetings of relevance to this committee**

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