

**PARISH OF GROBY
NOTICE OF MEETING**

I hereby give notice that a meeting of the **Finance and General Purposes Committee** of the above-named Parish will be held at the Council Office, Groby Village Hall, Leicester Road, Groby, Leicester on

Wednesday 4th April 2018 at 6.00pm

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out hereunder.

Mrs Alixe Taylor
Clerk to the Council

Dated: 27th March, 2018

AGENDA

1. Apologies for absence.
2. Declarations of interest / Dispensation Requests
3. To approve the minutes of the meeting held on 31st January 2018
4. Public Participation
5. Parish Council Bank Account
To consider options
6. Telephone contract
To consider options
7. To review 2017/18 budget
8. To review the following:
 - Insurance
 - Financial Risk Assessment
 - Asset Register
 - The effectiveness of internal controls
 - Business Continuity Plan
 - Financial Regulations
 - Terms of Payment. ie 28 or 30 days?
 - staff mileage allowances
9. Financial Reports.
To review the budget report and bank reconciliations
10. Payment of the accounts and income
To review the accounts for payment and income
11. Date of next meeting:
The next scheduled meeting will be held at 6pm on Wednesday 9th May, 2018