



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

Notice of Meeting

To members of the Public and Press

You are cordially invited to attend a meeting of

Redenhall with Harleston Town Council's Finance Committee

which will be held at the Council Offices, Memorial Leisure Centre on **Tuesday 12th February at 6.30pm** to consider the business detailed below and there will be an opportunity for public participation after agenda item 5 and 8

Signed: *Lynda Ling*

Town Clerk

Date: 6th February 2019

AGENDA

1. **Welcome**
2. **Apologies from members unable to attend**
3. **Declarations of pecuniary or any other interests**
4. **Matters arising**
5. **Approval of minutes**
 - Finance Committee – Tuesday 8th January 2019

The meeting will be adjourned for public participation for items on the agenda only (up to a maximum of 15 minutes)

6. **Reports**
 - Chairman's report
 - Sub-Committee report
 - Councillor reports
7. **Finance**
 - Income & Expenditure report up to the end of January 2019
 - Recommendation from the Leisure Centre Management Committee to add costs for a lift into the budget for next year (£15,266 incl. optional extra's)
 - Agreement on draft budget figures for 2019/20 from LCMC, Amenities and Planning (P,H, S & W Committee recommendations if any, under item 10)
 - Reserves
 - Asset Register

- To resolve to agree to appoint an internal auditor for this financial year's audit
- To resolve to agree to pay Pauline James for professional advice relating to year end accounts (awaiting a quote)
- To resolve to recommend to full council the adoption of the annual review of effectiveness of internal control.
- To review the Financial Risk Assessment

8. Correspondence

- Barclaycard – Data Security Team – reminder to update security scans
- Starston Parish Council – Email to say that HTC will have to apply to them for a grant for contribution to car parks
- HR Consultant – Email from our preferred HR consultant that she is increasing her charges from 1st April 2019. The charges will rise to £45.00 per hour or £11.25 per quarter of an hour for existing clients only

The meeting will be adjourned for public participation for items on the agenda only
(up to a maximum 5 minutes)

9. To resolve to exclude the press and public [Public Bodies (Admission to Meetings) Act 1960, Sec 1 (2)] due to the confidential nature of the following items.

10. Salaries

- Personnel salary review and recommendations as discussed by P, H, S & W Committee
- To resolve to agree a recommendation for full council with regards to the budget for 2019/20.

11. Date of the next meeting – Tuesday 12th March 2019 at 6.30pm in the Council Office, Harleston Leisure Centre.