



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 8th May 2018 at 6.30pm** to consider the business detailed below and there will be an opportunity for public participation after agenda item 11

Signed: *Lynda Ling*

Town Clerk

Date: 1st May 2018

AGENDA

1. To receive and accept apologies from members unable to attend.
2. To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting.
3. To approve the minutes of the meeting held on Monday 16th April 2018
4. To receive a monthly finance report
5. Matters arising
6. Chairman's Report
7. To review and resolve to recommend to full council to sign off the year end accounts (dependent on attendance of internal auditor in the interim period)
8. To review sections 1 and 2 of the annual return and recommend agreement at the next full council meeting (dependent on attendance of internal auditor in the interim period)
9. To discuss and agree the purchase of a new laptop for the office, Windows 10 Professional for the server, and a licence for Office 365 for the admin assistant and agree any action
10. To discuss and consider the upgrading of the website and email to a secure site as part of GDPR and agree any action
11. To discuss (and agree where necessary) any expenditure proposals from other committees and working groups.

Meeting will be adjourned for public participation

12. To confirm the date of the next meeting: Tuesday 12th June 2018 at 6.30pm

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk. IP20 9DD
Telephone: 01379 854519, email: harlestantc@harlestantowncouncil.co.uk
<http://www.harlestantowncouncil.co.uk>

Office Hours: Monday, Tuesday & Friday 9.30am to 1pm and Wednesdays 1pm to 5pm