



New Alresford Town Council
Alresford Recreation Centre, The Avenue, Alresford,
Hants. SO24 9EP
Tel: 01962 732079 Fax: 01962 734639
Finance Meeting

You are summoned to a meeting of the Finance Committee 31st October, 2016 at 7.30pm
Alresford Recreation Centre, The Avenue, Lower Meeting Room, Alresford.

AGENDA

[*PAPERS]

**Note to residents: only Councillors receive attachments but three full sets will be available for the public at the meeting. Any resident may request a full set by giving notice 1 week prior to the meeting.*

- 1 Apologies**
- 2 Minutes of Finance Meeting held on 1st September, 2016.** (attached 1)
- 3. Declarations of Interest on Agenda Items**
- 4 Public Participation (15 minutes for Public Questions)**
(Each speaker will be allotted 3 minutes. Questions put in writing at least three working days before the meeting will receive a response at the meeting.)
- 5. Status of Financial Actions** (attached 2)
 - 5.1 To review the ARC Committee actions identified as requiring attention on the 2016 Annual Review.
- 6. Budget 2016/17 – To review Financial status as at end of September in order to identify committed expenditure.**
 - 6.1 **Resolution:** To forecast expenditure to year end 2016/17 in order to identify 2016/17 reserve figure.
 - 6.2 **Resolution:** To agree the process for creating the 2017/17 budget, and precept.
- 7. Financial Documents** (attached 3)
Risk Assessment - To review the Risk Assessment 16/17 and alter if appropriate.
To review Short Term Risk Assessment 16/17
- 8. Audit**
 - 8.1 **Resolution:** To obtain a list of Internal Auditors
 - 8.2 To review BDO correspondence & requests (attached 4)
- 9 Create Earmarked (Named) Accounts.**
Resolution: To identify and designated reserves commissioned for future projects prior to year-end.
Resolution: To open a designated reserve account to identify £8,000 open space funding for the purchase of play equipment.
- 10 Procurement Cleaning (Internal analysis of Cost)** (attached 5)
- 11 Website**
Resolution: To approve the wording to be published on the NATC Website (attached 6)
- 12 Meetings**

12 Thursday November, 2016. Lower Meeting Room

13 Exempt Meeting

13.1 Resolution: To exclude Public and Press in accordance with Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 S100A

13.1.1 Business to be discussed ARC Stock Check

13.1.2 Staffing clarity

**Stevie Kavanagh,
Town Clerk, New Alresford Town Council,
25th October, 2016**