

# SANDBACH TOWN COUNCIL

## Finance Committee

Agenda for the meeting to be held on Thursday, 14 July 2011 at 7.30pm at the Sandbach Literary Institution, Hightown.

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**

To receive declarations of interest.

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The Chairman of the meeting will adjourn the meeting to allow questions from members of the public.

After the questions the Chairman will reconvene the Meeting.

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- 3. FINANCIAL STATEMENT – FIRST QUARTER 2011-12**

[Attached: Detailed income and Expenditure Cost Centre Report and Bank Reconciliation]

Lead: Chairman of Finance and RFO

Action: *Presentation of the first quarter results.*

- 4. PAYMENTS MADE**

[Attached: Schedule of Payments]

Lead: Chairman of Finance and RFO

Action: *To approve payments made between 1 April 2011 and 30 June 2011.*

- 5. INTERNAL AUDIT REPORT**

[Attached: Internal Audit Report 2010/11]

Lead: Chairman of Finance and RFO

Action: *To receive the 2010/11 End of Year Internal Audit Report.*

- 6. APPLICATIONS FOR DONATIONS**

[Attached: One Application]

### **6.1 Wheelock Holiday Club**

They request a donation of £75 to purchase consumables for use at the Holiday Club.

- 7. HMRC – MAYORAL ALLOWANCE**

[Attached: Letter dated 17 May 2011 from HMRC  
Proposal Paper dated 7 July 2011]

Lead: Vice-Chairman of Finance

Action: *i) to ensure that the award of Mayoral Allowances is compliant with information received from HMRC.*

- ii) To approve financial adjustments to current year allowance if required*

## **8. FINANCIAL REGULATIONS**

Lead: Chairman of Finance and RFO

Action: *To enable swift payment of goods and services, the following is proposed:*

- i) Delegated power is granted to the Clerk/RFO, endorsed by the Chairman/Vice-Chairman of Finance to spend against budget for administration and establishment items;*
- ii) Delegated power is granted to the Clerk/RFO, endorsed by the Chairman/Vice-Chairman of Finance to spend against budget for project items, to an upper limit of £1,000.*
- iii) Should the above be approved, Standing Orders and Financial Regulations to be updated to reflect the changes.*

## **9. IT SUPPORT**

[Attached: Report]

Lead: Vice Chairman of Finance

- Action:
- i) To suspend FR 11.3 to enable an urgent decision to be made by the Finance Committee.*
  - ii) To approve IT support package as recommended within the report.*
  - iii) To be aware of the need for ongoing review and development work.*

## **10. SUBSCRIPTION RENEWALS**

### **10.1 Cheshire Playing Fields Association**

[Attached: Renewal Letter]

## **11. LETTERS OF THANKS**

[Attached: One Letter]

### **11.1 Sandbach Woodland and Wildlife Group**

## **12. CORRESPONDENCE**

There was none.

## **13. DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting of the Finance Committee will be held on Thursday 20 October 2011 at 7.30pm at the Sandbach Literary Institution.