

ASH-CUM-RIDLEY PARISH COUNCIL

The Parish Office, Ash Green Sports Centre, Ash Road, New Ash Green,
Longfield, Kent, DA3 8JZ. Telephone: 01474 702760 email: info@acrpc.org.uk

13 February 2018

Dear Councillor

You are invited to attend a meeting of the Finance Committee which will be held on **Tuesday 20 February 2018** in the Viewing Gallery of Ash Green Sports Centre commencing at **7.00pm**.

Yours faithfully

A de Jager

Alison de Jager
Clerk to the Council

AGENDA

1. **Apologies for absence.**
2. **Minutes**
To approve the minutes of the meeting held on 07 November 2017 (attached)
3. **Parish Council** (Appendix Pink)
 - 3.1 Current Financial position.
 - 3.2 To initial the current reconciled bank statement.
 - 3.3 To approve the payment of the grants authorised by the Parish Council in the 2018/19 budget as follows:
Ash Green Sports Centre £15,000.00. The running of the Thursday Lunch Club up to a value of £1,000.00 and to meet the shortfall in the Cook's wages due to the reduction in the grant received from Kent County Council.
 - 3.4 To authorise the payment of the following accounts by direct debit for the year 2018/19: British Telecom, Iris Payroll and the Peoples Pension.
 - 3.5 To authorise payment of monthly invoices for the Grounds Contractor by direct payment instead of cheque.
 - 3.6 To authorise the use of the Parish Council charge card for the purchase of items on-line for the Parish Council and Sports Centre with a limit of £500 in any one month.
 - 3.7 To receive and note the Internal Auditor's 2017-18 Interim Report. (attached).
 - 3.8 Review of the Effectiveness of the System of Internal Audit – the committee is requested to consider how it wishes to review the effectiveness of the system of internal audit for 2017/18. Review document attached with the Scope of Audit. (Lilac)
 - 3.9 To carry out a review of the Financial Regulations (Green)
 - 3.10 To carry out a review of the Financial Risk Assessment. (Grey)

Circulation: Cllrs Brown, Brammer, Kelly, Mann, Ngwenya, Nightingale and
Assistant Clerk/Finance Officer

- 3.11 GDPR – to give consideration to the appointment of a Data Protection Officer for recommendation to the Parish Council.

The following item is to be discussed under Private and Confidential matters.

4. Salaries of Sports Centre Staff and Cook

5. **Sports Centre**

(Appendix Blue)

- 4.1 Current Financial position

- 4.2 To initial the current reconciled bank statement

6. **Dates of future meetings:**

The dates of the future meetings of the Finance Committee for 2018 are as follows:

May 2018 – to be set

10 July 2018

16 October 2018