

Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT A **FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF PONTESBURY PARISH COUNCIL** WILL TAKE PLACE ON **THURSDAY 16TH MAY 2024 AT THE PAVILION AT 6:30PM.**

AGENDA

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE CHAIR**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
 - i) To receive declarations of interest from councillors on items on the agenda
(Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a Disclosable Pecuniary Interest, whether or not the Interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.)
 - ii) To grant any requests for dispensation as appropriate
5. **MINUTES OF COUNCIL** - To approve the Minutes of the Finance & General Purposes Committee Meeting held on 7th December 2023 (*attached*)
6. **PUBLIC QUESTIONS AND COMMENTS** – 15 minutes will be allowed
7. **YEAR END STATEMENT OF ACCOUNTS 2023-24** – To note and recommend for approval the following documents,
 - i) **Annual Statement of Accounts 2023-24**
 - ii) **Reconciliation between Boxes 7 & 8** – including VAT position
 - iii) **Summary of income and expenditure in the year**
 - iv) **Year End Working Document**
 - v) **Explanation of variances – to follow**
 - vi) **Bank Reconciliation – 31 March 2024**
 - vii) **Balance Sheet**
 - viii) **Asset Register**
8. **INTERNAL AUDITOR'S REPORT** – to consider report and recommendations for action to be presented to Full Council at June 2024 meeting.
9. **INTERNAL CONTROLS POLICY AND STATEMENT OF INTERNAL FINANCIAL CONTROLS**
 - i) To review the Internal Controls policy and Statement of Internal Controls and review their effectiveness and make any recommendations to full council.
10. **MOVEMENT TO AND FROM RESERVES**
 - i) **Year end reserves transfers** – To approve and recommend the year end earmarked reserves allocations, as listed
 - ii) **2024-25 reserves movements** – To approve and recommend the proposed movements to general reserves, as listed
11. **STATUTORY FINANCE**
 - i) **Review of Internet Banking Mandate**
 - ii) **Review list of Direct Debits & Standing Orders**
 - iii) **S137 Expenditure**
 - iv) **Approval of payments** – schedule to be tabled at meeting, if required
 - v) **Approval of transfers between accounts** - if required
12. **DATE OF NEXT MEETING** –

Caroline Higgins Finance Officer to the council 09/05/2024