

OTTERBOURNE PARISH COUNCIL

Mrs J A Ayre, Clerk

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11 April 2024

NOTICE OF COMMITTEE MEETING

To: Members of the Finance and Administration Committee
Cllr L Moody (Chairperson)
Cllrs Smith; Gilbert; Green; King; Stansbury, Herring, Sinclair

A meeting of the Finance and Administration Committee will be held on 16 April 2024 in the Bianchi Room of the Village Hall commencing 7.10 pm

A G E N D A

- 1. Apologies for absence**
- 2. Declaration of Interest**
- 3. Open Session for Parishioners**
- 4. Governance Documents/Policies/Procedures**
To review and adopt.
- 5. Asset Register and Insurance**
To review cover of assets, Fidelity Guarantee and Public Liability.
- 6. Bank Accounts, End of Year Analysis**
To review Bank Mandate and Signatories and internet banking arrangements.
To review end of year analysis, c/f projects to 2024/25, Treasurer's a/c and Reserves.
- 7. Assessment of Risks and Internal Control Systems**
To assess the risks facing the Council and review the effectiveness of internal control mechanisms in managing the risks.
- 8. External Audit - Annual Governance and Accountability Return**
To review the AGAR: Section 1 Statements 1-9 and Section 2 Accounting Statement.

The Open Session is set aside for public participation when statements, observations and questions may be received, but participation at all other times will be restricted to Council members. Please contact the Clerk for information on any Agenda item prior to the meeting or should you have a matter you would like raised at the Open Session but are unable to attend.

Mrs Julie Ayre, Clerk