

11 April 2018

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Mayor's Parlour, Town Hall, South Molton on Monday 16 April 2018 at 8.30am.

Yours faithfully,

Andrew C. Coates  
Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Goodman, Kingdon, S. Lock, Way & Mayor ex officio

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### **AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 12 March 2018 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **DONATION TO LOCAL ORGANISATION**  
Please find enclosed an application for a donation from Northern Devon Food Bank for consideration by members. ENCLOSED
7. **TOWN COUNCIL POLICIES**  
Please find enclosed the following policies which require annual review and approval by members: ENCLOSED
  - i) Annual Investment Strategy
  - ii) Financial Regulations
  - iii) Management of Internal Control Systems
  - iv) Statement of Assurance
  - v) Risk Assessment

Continued ...

FINANCE COMMITTEE

16 April 2018

8. **YEAR END BANK RECONCILIATION**

The Town Clerk will report on the year end bank reconciliation to be approved by members.

ENCLOSED

9. **HEALTH AND SAFETY QUALIFICATION**

The Town Clerk will report to members regarding the NEBOSH (the National Examination Board in Occupational Safety and Health) qualification and its implications for the Town Council. A resolution is required whether or not to approve the payment of this qualification for a member of staff.

10. **BUNTING AND LIGHTS ABOVE THE ENHANCEMENT**

The Town Clerk will report to members on an idea to erect bunting and Christmas Lights zig-zagging the across the enhancement area with proper fixings on relevant buildings. The approximate cost of this will be £3,000. A resolution is required whether or not to accept this proposal.

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END

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