

DOWNLEY PARISH COUNCIL

TO: ALL MEMBERS OF THE FINANCE COMMITTEE

Councillor Richard Bowden, Chairman. Councillor Wendy Munroe-West; Councillor Wendy Steneskog and Councillor Sam Tozer

You are invited to attend a Meeting of the Downley Parish Council's FINANCE COMMITTEE which takes place at 7pm on Thursday 4th March 2021

This meeting will be held by Zoom Video Conference for the purpose of transacting the following business. Instructions for joining the Zoom meeting:

<https://us02web.zoom.us/j/84826993203?pwd=Ri80NC9zVTU4amVHdnZ0TzhYM0s5dz09>

Meeting ID: 848 2699 3203

Passcode: 729802

A G E N D A

- 1) To approve the Minutes of the Meeting held on 7 December 2020
- 2) To receive and note any Apologies for Absence
- 3) To receive and note any Declarations of Interest made by Councillors in connection with any agenda item
- 4) Public Participation Session – To receive questions and comment from members of the Public on any item on the agenda
- 5) To receive oral reports from the Locum Clerk on the following matters:
 - (i) Missing Payment Vouchers/Invoices for 2020/21 and other anomalies
 - (ii) New Bank Mandate
 - (iii) VAT returns
 - (iv) New Software Edge IT and Final Accounts for 2020/21
- 6) Review of Council Contracts
 - (i) Community Centre,
 - (ii) Electricity supply for lighting,
 - (iii) Gardening contract, KAD Garden Services
 - (iv) Dog bin emptying TBS Hygiene
7. To Consider the Appointment of Claritas Accounting as the Council's Internal Auditor and Payroll provider following the resignation of Marlow First Management Limited
8. To consider revised Financial Regulations for the Council (attached)
9. Exclusion of the Public and the Press
To RESOLVE that the Public and the Press be excluded from the remainder of the Meeting in accordance with the Public Bodies Admission to Meetings Act 1960 as matters which are about to be discussed are considered to be private and confidential.
10. To receive an oral report from the Chairman on the lighting quotations received by the closing date on 1 March 2021 and to make recommendations to Council on 9 March 2021 on the preferred contractor.
11. Date of Next Meeting
12. Close of Meeting

Mike Kennedy
Locum Clerk to the Council

25 February 2021