



## BARHAM PARISH COUNCIL

**Members of the Finance Committee for Barham Parish Council are hereby summoned to attend the Parish Council Finance Committee Meeting to be held on Monday 13<sup>th</sup> January 2020 at 7.30pm at Claydon and Barham Village Hall in the committee room to transact the business as set out below**

### AGENDA

1. QUESTIONS FROM THE PUBLIC RELATING TO ANY ITEM OF THE AGENDA
2. APOLOGIES
3. COUNCILLORS DECLARATION OF INTERESTS
4. TO APPROVE THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 9<sup>th</sup> September 2019 (see attached)
5. FINANCE
  - a. Monthly Payments – to agree this month's payments
  - b. Monthly reconciliation – to approve November's bank reconciliation
  - c. Quarterly update of finances
6. REVIEW OF FINANCIAL REGULATIONS DOCUMENT– to review, update and approve if necessary
7. REVIEW OF INTERNAL CONTROLS DOCUMENT– to review, update and approve if necessary
8. REVIEW OF ASSET REGISTER – to review, update and approve if necessary
9. REVIEW OF RISK ASSESSMENT – to review, update and approve if necessary
10. FINANCIAL RISK ASSESSMENT – create a financial risk assessment following Internal & External Audit review
11. CORRESPONDENCE – to receive any correspondence relevant to this committee
12. REQUEST FOR DONATIONS - to receive any donation requests for consideration by the committee – Mid Suffolk Citizens Advice email

Mrs J Culley  
Parish Clerk