

BUCKHURST HILL PARISH COUNCIL

MR KEVIN O'BRIEN
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9 March 2018

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **8.00pm** on **Thursday 15 March 2018** in **Buckhurst Hill Library**, 165 Queens Road, Buckhurst Hill and you are hereby summoned to attend. Members of the public and press are invited to be present and the following business will be transacted.

Val Evans

For Mr K O'Brien
Clerk to the Council

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies for absence.
2. **DECLARATIONS OF INTEREST**
To receive declarations of interest from Members in any item on the agenda, in accordance with the Members' Code of Conduct.
The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room while that item is being considered.
3. **MINUTES**
To approve the minutes of the meeting held on 9 November 2017, circulated, and to authorise their signing by the Chairman.
4. **PUBLIC PARTICIPATION**
To hear representations from members of the public
The maximum time allowed for this item is 15 minutes (approximately 3 minutes per speaker); at the close of this item members of the public will no longer be permitted to address the Council.
5. **CHAIRMAN'S AND CLERK'S COMMUNICATIONS**
To receive communications from the Chairman of the Committee or Clerk to the Council. Please note that no decisions can be made under this item, as that business must be specified on the agenda
6. **FINANCE**
 - 1 To receive and discuss the reports of the Council's financial position as at 31 January: Income & Expenditure, Bank Reconciliations and Trial Balance, circulated
 - 2 To note payments and receipts for 1 October to 31 January, circulated
 - 3 To note estimated income for the Halls for the fourth quarter, January to March, circulated
7. **INTERNAL AUDIT**
To note that the end of year Internal Audit is scheduled for 25 April

Members of the Finance & Establishment Committee:
Councillors: Mr B Nagpal (Chairman), Mr S Clark (Vice Chairman),
Mr S Neville, Mrs S Patel, Miss G Reynolds, Mrs J Share-Bernia