HINTON PARISH COUNCIL

NOTICE OF FINANCE MEETING

You are summoned to the next Finance meeting of the Parish Council, which will be held on **Tuesday June 5th 2018**, in the Parish Room, commencing at **7.00 pm.** Please find the agenda set out below

Lesley Yeomans
Clerk to the Council

OPEN FORUM –
Opportunity for members of the public to raise issues with the Council. Once the meeting has been opened, no further comment may be taken without the agreement of the Chairman. (2 mins PP max 15mins)

AGENDA

1.	To Elect Chair of Finance Committee-
2.	To accept apologies and note absence
3.	Declarations of interest - To receive declarations from Councillors, any DPI's (disclosable pecuniary interest or simply an interest termed a personal interest in the Code the Council adopted) relating to any items on the agenda for June 5th, 2018.
4.	Minutes of the last meeting- To confirm and sign the minutes & payment schedule of the meeting held on May 1st h, 2018 (distributed by email & Hand)
5.	Budget Review- To consider the budget review document
6.	Invoices received- To approve payments below Staff Salaries £ 1124.96 Phone £10.92 HMRC £152.85 R Griffiths £120.00 Fuel (Clerks travel) £46. 98 P Newman £60.00 (Internal Audit) C Grimes £225.00 (plinth) TOTAL £1740.70
7.	Donation- To note the Council has received a donation from the Sharpness Lodge to contribute to the WW1 Bench. A thank you letter will be sent.
8.	Scribe Accounts- The Clerk has been looking around at other Councils to see what they use for accounting. The Auditor mentioned that online packages or a similar system would be easier for both parties rather than the red analysis book. Clerk had a demonstration of scribe last week, and it looks very good. Email sent to all. To consider Scribe accounts at a cost of £283.00+ vat
9.	Ground Rent- To consider the ground rent to be £500.00 or similar per year at the half moon site. To consider the above
10.	To carry out internal controls, check bank reconciliation /statements and sign.
11.	Next meeting July 3rd 2018