

CAISTER ON SEA PARISH COUNCIL

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79 Seafield Road North
Caister on Sea
Great Yarmouth
Norfolk NR30 5LG

21st June 2023

Dear Councillor

You are hereby summoned to attend a **FINANCE COMMITTEE MEETING** at **THE COUNCIL HALL, Yarmouth Road, Caister** on **Monday 26th June 2023 at 1900 hrs.**

Yours faithfully

E DYBLE
Parish Clerk

AGENDA

- 1** Election of Chair
- 2** Election of Vice-Chair
- 3** Apologies for Absence
- 4** Declaration of Interest
- 5** Grant Request – Caister Men’s Shed
- 6** Internal Audit – Annual Report 2022/23 – receive, discuss and recommend actions to be taken to full Council
 - a) That the Council seeks independent advice on any potential VAT liability.
 - b) That the Council reviews an Internal Control Policy annually in accordance with the Financial Regulations adopted.
 - c) That the Council approve a Financial Risk Assessment.
 - d) That all committees have up to date Terms of Reference.
 - e) That an up-to-date Asset register be compiled urgently. That this be used to inform both insurance cover and also the AGAR figures.
 - f) That Council agree an investment strategy and publish same.
 - g) That the Council reviews the bank accounts held and ensures that no more than £85,000 is held in each bank. This was advised last year.
 - h) That rebuilt surveys be undertaken on Council buildings and the insurance schedule reviewed.
 - i) The Council must set the precept against a budget – and review spending against the budget throughout the year.
 - j) Council must, by law, consider a general reserve policy.
 - k) Community Association lease/insurance to be checked.
 - l) That an investment strategy be agreed by Council urgently and money transferred to bring holdings with any one bank under the limit of the FCSC agreement. I have recommended to the Clerk that the current account be transferred to UNITY bank which will offer the necessary level of authorization for payments to be made.
 - m) It is recommended that a fireproof safe be obtained for burial records.
- 7** Correspondence
- 8** Date of next meeting
- 9** Closure of meeting