

SANDBACH TOWN COUNCIL

Finance Committee

Agenda for the meeting to be held on Thursday, 15 April 2004 at 8 pm at the Mayor's Room Westfields.

1. **APOLOGIES FOR ABSENCE**
2. **FINANCIAL STATEMENT FOR APPROVAL**
3. **DRAFT ACCOUNTS FOR 2003/4 FOR APPROVAL**
4. **CONFIRM STATEMENT OF 'EAR MARKED' RESERVES**

4.1 **CBC – Town Hall Project**

The final invoice on the Town Hall project has been received, value £15,000.

To confirm payment of £15,000 earmarked by the Town Council on 12 September 2002.

5. **INTERNAL AUDIT**

A draft checklist is attached.

6. **ANNUAL RISK ASSESSMENT**

That a sub-committee is set up to prepare a risk assessment report.

7. **LETTERS OF THANKS FOR DONATIONS**

7.1 **Sandbach RUFC**

Letters attached.

7.2 **Lions Youth Brass**

Letter attached. They would like an official message from Sandbach to the Town of Cheb in the Czech Republic in July.

7.3 **CVS**

Letter attached.

8. **APPLICATIONS FOR DONATIONS**

8.1 **V J Cup**

A letter of application together with accounts for 2003 are attached.

8.2 **Hope House**

An application letter is attached.

8.3 **Brereton Hand Bell Ringers**

Their application form is attached.

9. **DATE, TIME AND PLACE OF NEXT MEETING**

The next Finance Committee Meeting is scheduled for 24 June 2004 to be held at the Mayor's Room, Westfields.