

# SANDBACH TOWN COUNCIL

## Finance Committee

Agenda for the meeting to be held on Wednesday, 22 June 2006 at 7.15 pm at the Sandbach Literary Institution, Hightown.

1. **APOLOGIES FOR ABSENCE**
2. **FINANCE COMMITTEE TERMS OF REFERENCE**
3. **FINANCE SUB-COMMITTEES AND THEIR MEMBERSHIP**
4. **ACCOUNTS FOR THE YEAR 2005/6**

### 4.1 **Statement of Assurance**

To approve the attached statement of assurance

### 4.2 **Accounts**

To approve the accounts as attached.

5. **FINANCIAL STATEMENT FOR APPROVAL**
6. **CASH PROJECTION FOR APPROVAL**
7. **CONFIRM STATEMENT OF 'EAR MARKED' RESERVES**
8. **PAYMENTS FOR APPROVAL**

British Telecommunications, telephone rental	55.76
Impressions, Chairman's Business cards	52.88
Siftstar Ltd, Window grill	458.25
Staples, stationery	158.64
JDH Business Services Ltd, Internal Audit	205.14
LexisNexis Butterworths, CAB 7th edition	53.45
B R Thompson, June salary	897.84
Inland Revenue, June NIC & PAYE	482.18
British Legion, Wreath for Civic Parade	25.00
Sandbach in Bloom, grant (subject to Item 16.2)	2,500.00

### 9. **INTERNAL AUDITOR**

To reappoint J D Henry.

### 10. **EXTERNAL AUDITOR**

He has confirmed that we must undergo the more arduous and expensive intermediate audit.

### 11. **RISK ASSESSMENT**

The Clerk will prepare a risk assessment covering the new work situation at Hightown.

## **12. FINANCE REGULATIONS**

A report on the significance of the new Finance Regulations.

## **13. NATIONAL AGREEMENT ON SALARIES AND CONDITIONS OF SERVICE OF LOCAL COUNCIL CLERKS IN ENGLAND AND WALES**

A report on progress will be given by the council working group.

## **14. SANDBACH LITERARY INSTITUTION**

A report on progress will be given by the council working group.

## **15. LETTERS OF THANKS**

### **15.1 Sandbach Scout Group**

Their letter is attached.

### **15.2 St John, Sandbach Heath**

Their letter is attached.

## **16. APPLICATIONS FOR DONATIONS**

### **16.1 V J Cup**

Mr Ludlam requests release of the budgeted £100 for the prize money for this annual competition.

### **16.2 Sandbach in Bloom**

Their application for release of the budgeted funds of £2,500 was approved subject to the confirmation of the availability of funds from this committee.

### **16.3 Sandbach High School and Sixth Form College - Senior Citizens Xmas Lunch**

The Head Teacher seeks retrospective help for the previous year.

### **16.4 Vitalise**

They ask for a donation to their charity.

### **16.5 Marriott House Veterans Association**

They seek a grant of £1,000 towards their refurbishment project of £3,500.

### **16.6 Home Start**

They seek a grant of £1,000 towards the £8,500 required before July to secure Big Lottery funding of £192,000.

### **16.7 Sandbach Striders**

They seek a grant of £1,500 to purchase a large SEIKO timer for their annual 6 mile race.

### **16.8 Wheelock Community Association**

They seek a grant of £300 towards a week long exhibition.

## **17. CORRESPONDENCE**

### **17.1 British Telecom**

They are to introduce fines for late payment.

**18. REVIEW OF CLERK/RESPONSIBLE FINANCIAL OFFICER SALARY**

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

The date of the next Finance Committee Meeting is scheduled for Thursday 14 September 2006 at 7.15 pm in the Sandbach Literary Institution, Hightown, Sandbach.