



THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSc (Hons)

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

Tel: 01842 754247

16th May 2018

FINANCE COMMITTEE

A meeting of this Committee will take place in the Council Chamber, King's House Thetford, on Tuesday 22nd May 2018, starting at 6.00 p.m.

Town Clerk

AGENDA

- 15/18 **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2018/19**
To receive nominations.
- 16/18 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 17/18 **APOLOGIES FOR ABSENCE**
To receive.
- 18/18 **MINUTES**
To confirm as the minutes of the committee meeting held on the 17th April 2018, received by Full Council on the 24th April 2018, as a true record and be signed/initialled by the Chairman.
- 19/18 **DRAFT YEAR END REPORT INCLUDING FINAL TRANSFERS TO RESERVES**
To receive and recommend to Full Council.

- 20/18 **INTERNAL AUDIT REPORT**
To receive and consider responses and recommend to Full Council
- 21/18 **GOVERNANCE REVIEW**
To complete the governance review for the AGAR (Annual Governance and Accountability Return) and recommend to Full Council
- 22/18 **FIXED ASSETS**
To review items added to the register in 2017-18 and review the recent sale of assets
- 23/18 **NOTICE TO ELECTORS**
To set the dates for the statutory Notice To Electors
- 24/18 **APPROVAL of APRIL 2018 PAYMENTS**
To formally recommend approval of payments made in April 2018
- 25/18 **CONTRACTS UPDATE**
To note contracts out to tender, their value, progress, financial source and payments pending.
- 26/18 **REVIEW OF DEBTORS AND POTENTIAL WRITE OFF ACTION**
To review the debtors list and consider any required action.
- 27/18 **CORRESPONDENCE**
To be noted and considered.
- 28/18 **ITEMS OF URGENT BUSINESS**
To table urgent business or information at the discretion of the Town Clerk. Any item is to be on an urgent operational matter.
- 29/18 **COMMUNITY ENGAGEMENT**
To discuss and agree any consultation or media release required.