



THETFORD TOWN COUNCIL

ACTING TOWN CLERK: Tina Cunnell

Council Offices
King's House
Thetford
Norfolk
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Tel: 01842 754247

15th June 2016

FINANCE COMMITTEE

A meeting of this Committee will take place in the Council Chamber, King's House Thetford, on Tuesday 21st June 2016, starting at 6.00 p.m.

Acting Town Clerk

AGENDA

- 91/16 **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2016/17**
To receive nominations.
- 92/16 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 93/16 **APOLOGIES FOR ABSENCE AND NEW MEMBERS**
To receive.
- 94/16 **MINUTES**
To confirm as the minutes of the committee meeting held on the 19th April 2016, received by Full Council on the 26th April 2016, as a true record and be signed/initialled by the Chairman.
- 95/16 **REVIEW OF ACTION POINTS**
To review the last meetings action points.
- 96/16 **INTERNAL AUDIT REPORT OF THE YEAR ENDED 31 MARCH 2016**
To receive and approve Internal Audit Report.

- 97/16 FINAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016
To receive and approve the yearend report.
- 98/16 ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016
To receive and approve the Annual Return for 2015-16 and to agree and complete the Governance statement therein and note the dates set for the Exercise of Electors Rights.
- 99/16 APPOINTMENT FOR THE REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL FOR 2016-17
To appoint two committee members to carry out this role.
- 100/16 MONTH ONE AND TWO (2016-17) FINANCIAL REPORTS AND SCHEDULE OF PAYMENTS
To receive and approve the report and review any variances form budget.
- 101/16 INSURANCE REVIEW AND TENDER
To review insurance cover and receive tenders for renewal of insurance for 2016 to 2019.
- 102/16 TELFORD WAY LEASE
To review and agree revised Telford Way lease.
- 103/16 INVESTMENT REVIEW
To receive updates from Barratt and Cooke and consider whether to review the Investment Policy.
- 104/16 DIRECT DEBIT REVIEW
To carry out a review of current direct debits.
- 105/16 CONTRACT RENEWAL UPDATE
To note contracts that have gone out to tender, their value, progress and financial source and to review contract renewals.
- 106/16 REMINDER TO COMMITTEES TO REVIEW FEES
To remind committees to review fees ahead of the start of the budget setting process.
- 107/16 REVIEW OF DEBTORS AND POTENTIAL WRITE OFF ACTION
To review the debtors list and consider any required action.
- 108/16 ITEMS OF URGENT BUSINESS
To table urgent business or information at the discretion of the Acting Town Clerk. Any item is to be on an urgent operational matter.
- 109/16 PRESS RELEASES
To consider press releases arising from this meeting's agenda.