

**Stoke Mandeville Parish Council**  
*Clerk: Mrs Sarah Copley*  
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**To: Finance & Governance Committee Members:** Cllrs Clark, Duncan, Kennedy, Starr, Watson

### **NOTICE OF MEETING**

You are hereby summoned to attend a meeting of the **FINANCE AND GOVERNANCE COMMITTEE** of **STOKE MANDEVILLE PARISH COUNCIL** to be held in the Park Room at the Community Centre, Eskdale Road, Stoke Mandeville on **Thursday 18<sup>th</sup> July 2013**, commencing at 7.30pm.

Sarah Copley, Clerk to the Parish Council  
12<sup>th</sup> July 2013

### **AGENDA**

- 1. ELECTION OF COMMITTEE CHAIRMAN** - To elect a Chairman for 2013-14
- 2. APOLOGIES FOR ABSENCE** - To receive any apologies for absence
- 3. DECLARATIONS OF INTEREST** - Councillors to declare any non registered personal or pecuniary interests relating to the agenda.
- 4. MINUTES OF PREVIOUS MEETING** - To approve the Minutes of the previous meeting held on 18<sup>th</sup> April 2013, copy enclosed.
- 5. TERMS OF REFERENCE** - To review the terms of reference and update where necessary (copy enclosed)
- 6. FINANCIAL MANAGEMENT**
  - a) To review the first quarter spend against the budget
  - b) To receive an update on the external audit from the Clerk
  - c) To consider options for management of reserves and make a recommendation to the Council
- 7. ASSET LIST**
  - a) To review the revised asset list following the recent audit carried out by Councillors and consider any maintenance or replacement needs against the budget.
- 8. RISK ASSESSMENT** – To review the Council’s risk assessment template and update as necessary (copy enclosed)
- 9. COUNCIL POLICIES** - To review the list of current policies and consider any other requirements (copy enclosed)
- 10. WEBSITE** - To consider quotations received for the design and hosting of the Council’s new website
- 11. ANNUAL REPORT** – To consider production of an annual report for the Council
- 12. GENERAL POWER OF COMPETENCE** - To consider recommending that the Council resolves it is eligible to use the General Power of Competence
- 13. DATE OF NEXT MEETING** - The date of the next meeting is Thursday 17<sup>th</sup> October 2013