



The Bungalow
Woodhorn Road
Newbiggin by-the-Sea
Northumberland NE64 6HG
Tel: 01670 851833
02 November 2017

To: Members of the Finance Committee
Councillors M Boon; A Bromwich-Alexandra;
S Harrison; E Hartley; A Thompson;
cc: L Burns; M Cholerton; M Peden

Dear Councillor

You are requested to attend a meeting of the **Finance Committee** to be held on **Wednesday 08 November 2017 at St Bartholomew's Church Centre, Newbiggin by-the-Sea** commencing immediately after the Town Council meeting.

AGENDA PART I

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 26 July 2017
3. **DECLARATION OF MEMBERS INTERESTS**
Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.
4. **Over £250 Payments**
5. **Report on budget receipts and payments and bank reconciliation**
6. **Notice of Motion – referred from Council:**

Councillor Harrison to move: That Newbiggin by the Sea Town Council:
 - a. Schedule a Finance Committee meeting the month following the end of each financial quarter, April, July, October and January, to receive, scrutinise, agree Cash Book/bank reconciliation and compare actual spend against each budget head.
 - b. The papers and reports are published on the website to ensure adherence to **Newbiggin by the Sea Town Council Financial Regulations 2016, Local Transparency Code 2015** and the **Governance and Accountability for Smaller Authorities in England Guide 2017**.
 - c. A Finance Committee meeting is convened at the end of the financial year to consider the submission to the internal auditor.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dennis Earl', is written over a horizontal line.

Dennis Earl Town Clerk