

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

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To all members of the Finance
Committee

Our ref: DJ/hs
Date: 31 May 2022
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Tuesday 7th June 2022** at **2.00pm** at **Woodhouse Community Centre**, Queen Elizabeth Drive, Normanton, WF6 1JF.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', written in a cursive style.

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO.

FINANCE COMMITTEE

Tuesday 7th June 2022

AGENDA

1.	Apologies for Absence To receive apologies for absence.	
2.	Members Declarations of Interest To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.	
3.	Minutes To receive and sign the minutes of a meeting of the Finance Committee held on Wednesday 2 nd February 2022 (Minute Numbers 19-30; Page Numbers 7-12) and approve the contents contained therein.	ENC A
4.	Cash Books – Month 10-12 To receive the cashbooks for Months 10-12 of the 2021/22 financial year.	ENC B
5.	Bank Reconciliation – Month 10-12 To receive the Bank Reconciliation for months 10-12 of the 2021/22 financial year.	ENC C
6.	Balance Sheet To receive the Balance Sheet for Month 12 of the 2021/22 financial year.	ENC D
7.	Budget Review To review the budget for the end of the 2021/22 financial year and agree any EMR allocations.	ENC E
8.	External Audit To receive the external audit submission prior to approval by Council.	ENC F
9.	Review of Fees and Charges To undertake the annual review of fees and charges.	ENC G

10.	Risk Management Assessment To undertake the annual review of the Risk Management Assessment.	ENC H
11.	Community Infrastructure Levy To receive a report on receipts under Community Infrastructure Levy.	ENC I