



**NOTICE OF MEETING**

A meeting of the <b>FINANCE &amp; GENERAL PURPOSES COMMITTEE</b> of Westerleigh Parish Council will be held at	Manor Hall, Coalpit Heath
On:	Wed March 28th 2018
Commencing:	<b>7.15pm</b>

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

**Emergency Evacuation Procedure**

**In the event of a fire alarm or other emergency please exit the Hall via the nearest marked fire exit or safest evacuation route and meet at the designated assembly point outside the building.**

**AGENDA**

PLEASE NOTE: IN ACCORDANCE WITH COUNCIL MINUTE ITEM 1910 THIS MEETING MAY BE RECORDED AS AN AIDE MEMOIRE UNTIL SUCH TIME THE WRITTEN MINUTES ARE APPROVED. THIS RECORDING WILL THEN BE DELETED. [Ref: standing orders item 3j]

1. Apologies for absence
2. Declarations of Interest under the Localism Act 2011
3. To approve the Minutes of the last F & GP meeting 3rd Jan 2018
4. Committee to receive Correspondence  
Update on APF contribution rates for employees  
Confirmation of precept and LCTR grant from SGC
5. Committee to receive Bank Reconciliations for Jan & Feb 2018
6. Committee to review forecast for 2017/18 expenditure
7. Committee to approve payment s to end of financial year
8. Committee to receive/approve updated Asset Register
9. Committee to consider/approve any end of financial year requirements from the RFO  
including Annual Pension statement;
10. Committee to receive details of audit timescales
11. Items considered urgent or exempt by the Chair
12. Agenda items for next F & GP meeting
13. Date of future F & GP Committee meetings  
Provisional dates: 23rd July; 22nd October; 5th December;

*S Simmons* Parish Clerk 21st March 2018