

# **Kempsey Parish Council**

Mrs. S Baxter  
Clerk and Financial Officer

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**To all Members of The  
Finance & General Purposes Committee**

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Dear Councillor,

## **FINANCE & GENERAL PURPOSES COMMITTEE**

You are summoned to attend a meeting of the Finance & General Purposes Committee  
on Monday 26<sup>th</sup> September 2011 at 7.30pm at Kempsey Community Centre  
to transact the business listed on the agenda indicated below.

Members of the public are invited to give their views and question the Committee on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman during the Open Forum. Members of the public may not take part in the discussions during the meeting.

*S BAXTER*  
Clerk & Responsible Finance Officer  
14<sup>th</sup> September 2011

# **FINANCE & GENERAL PURPOSES COMMITTEE**

Monday 26<sup>th</sup> September 2011 at 7.30pm

## **AGENDA**

- 1. Apologies for Absence**
- 2. Declaration of Interest – Personal & Prejudicial**
- 3. Open Forum**
- 4. To review Insurance Policy Document**
- 5. To arrange a Community Emergency Plan**
- 6. To consider a donation towards St Mary's' church bells**
- 7. To discuss upgrading/replacing Office Computer Equipment**
- 8. To review & update bank signatories and complete and submit new mandate form**
- 9. Set dates for budget setting for Financial Year 2012/13 for Full Council and Individual Committees**
- 10. Suggestions for any Capital Projects from various committees**
- 11. Review of actual spend v budget at year to date and forecast for year end.**
- 12. To Review Financial Regulations – set up a working party to conduct the annual review of the Financial Regulations and a date when this shall be completed by.**
- 13. Sources of Funding:**
  - (a) Identify existing sources that will continue into next year and identify any applications that need to be completed to ensure that these are continued (e.g. any subsidies that are received)**
  - (b) Identify other sources where funding may be available (i.e. grants & subsidies) and delegate to relevant committees to**

**investigate prior to budget setting for next year, for example Nat  
West grant suggested by Mr Harrison**

**14. Review process for obtaining quotations to see if this can be streamlined**

**15. Website – To discuss uploading information onto the website**

**16. Format of Annual Parish Meeting for 2012 : To consider**

**(a) Guest Speaker**

**(b) Refreshments**