



GILLINGHAM TOWN COUNCIL

The Town Hall
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FINANCE COMMITTEE

All members of the **Finance Committee** are summoned to a meeting on **20 May 2019**, commencing at **7.30pm** in the Jubilee Room, Town Hall, School Road, Gillingham.

Attawkins.

Issue Date: 13 May 2019

Mrs Julie Hawkins
Town Clerk

Prior to the meeting a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.

All in attendance should be aware that filming, recording, photographing or otherwise may occur during the meeting. A designated area is set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

AGENDA

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| 1. | To receive apologies. |
| 2. | To approve the minutes of the last meeting held on Monday 15 th April 2019. |
| 3. | Questions. |
| 4. | To receive any declarations of interest. <u>Please note</u> : members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests. |
| 5. | To receive the Terms of Reference for the Finance Committee as approved at the Annual Council meeting held on 13 th May 2019. |
| 6. | To receive, consider and approve the Terms of Reference for sub-committees and task and finish groups reporting to the Finance Committee. |
| 7. | To review the sub-committees and task and finish groups reporting to the Finance Committee and to agree their membership and lead member. |
| 8. | To note payment for the previous month (already dealt with by Full Council held on 23 rd April 2019). |
| 9. | To authorise any payments of £5,000 or more, as per Financial Regulations, para 4.1.2. |
| 10. | To receive any requests for virement of budgets, if any. |
| 11. | To appoint a councillor to verify bank reconciliations for the next quarter (May to July), as per Financial Regulations para 2.2. <u>Please note</u> : this cannot be a Chairman or a cheque signatory. |
| 12. | To agree the use of variable direct debits for the payment of utility supplies and any non-domestic rates, in accordance with Financial Regulations, para 6.7. |

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| 13. | To receive and consider reports for the sub-committees reporting to the Finance Committee, as follows: a) Staffing Issues b) Precept. |
| 14. | To receive matters pertinent to this meeting. <u>Please note</u> : Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda). |

Closure.

Attached/To follow:

Agenda item no. 6: Terms of Reference for sub-committees and task and finish groups.