



COXHEATH PARISH COUNCIL

CLERK: Irene Bowie
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A Meeting of the **FINANCE COMMITTEE** will be held in the **Parish Office, Coxheath Village Hall, Stockett Lane, Coxheath**
at **7.30 p.m. on Thursday 22nd August 2019**

AGENDA

1. Election of Finance Committee Chair
2. Apologies for Absence
3. Representations from Members of the Public
4. Items to be taken under Part 2 Procedure
5. Minutes of the previous meeting – 23 May 2019
6. Matters Arising from the minutes:
 - Multi Use Games Area quote / contract
 - Village Centre Bollards quote
 - Repair of Notice Boards
 - Handover of Redundant Play Areas
 - Waste Bins – 4 locations agreed + 2 t.b.a
7. Parish Policies:
 - Asset Register photographs
 - Terms of Reference
8. Banking:
 - Issues over transfer / Cheque books
 - Banking Mandate - to agree signatories
 - Procedures
 - Reserves funds placed in separate account
9. Parish Council Administration:
 - Parish Website
 - Governance Papers Published
 - Internal & External Audits
 - Accounts Package
 - Forecast 2019-20
10. Correspondence / Reports:
 - Gate – Beacon Field Entrance
 - Landscape Works
 - Tree Surgery 66 Linden Road
 - Tree Survey – Parish / VHMC
 - KCC - Highway Improvement Plan
 - Contract schedules 2020
11. Agenda items for the next meeting:
12. Date of Next Meeting: **14 November 2019**

Irene Bowie
Clerk to Coxheath Parish Council

19 August 2019

Irene Bowie Clerk to Coxheath Parish Council
Pollyfield Cottage Scragged Oak Road, Detling, Kent ME14 3HD