

# **CLAYTON PARISH COUNCIL**

**FINANCE COMMITTEE MEETING  
MONDAY 3<sup>RD</sup> APRIL 2016**

**At The Village Hall, Clayton 7.45pm**

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## **ATTENDANCE RECORD**

**Would all members and officers please sign the attendance record below?  
Thank you.**

# CLAYTON PARISH COUNCIL

## FINANCE COMMITTEE

YOU ARE HEREBY SUMMONSED to attend the meeting of Clayton Parish Council's Finance Committee on **Monday 3<sup>rd</sup> April 2017** at Clayton Village Hall commencing at **7.45pm** for the purpose of transacting the following business.

Members of the Press and Public are invited to attend and may address the Council when tabled at the invitation of the Chairman.

Claire Hepton

Claire Hepton  
Clerk to Clayton Parish Council

Tel: 07812584615  
email: clerk@clayton-pc.gov.uk

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### **1. APOLOGIES FOR ABSENCE**

To receive and consider the acceptance and approval of Absence notified by Members of the Committee.

### **2. DISCLOSURES OF INTEREST**

To receive disclosure of personal and/or prejudicial interests from members of committee on matters to be considered at the meeting. The Disclosure must include the nature of the interest.

Note: Members may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if it is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgment of the public interest. Members must withdraw from the meeting if the interest is prejudicial unless a dispensation has been obtained from the Standards Committee.

Members are reminded that under the Members Code of Conduct they must register within 28 days changes to their financial and other interest and notify the Monitoring Office of any gifts and hospitality received.

### **3. ADMISSION OF THE PUBLIC**

(Public Bodies (Admissions of Meetings) Act 1960, Schedule 12a and Clayton Parish Council Standing Order No. 67)

To determine if any of the tabled items to be discussed require to be held in closed session.

### **4. PREVIOUS EVENTS COMMITTEE MINUTES AND PROGRESS REPORT, FOR INFORMATION ONLY, ON MATTERS ARISING FROM THE MINUTES WHICH ARE NOT INCLUDED ON THE AGENDA (Papers previously circulated to Members)**

The Chairman/Parish Clerk will detail any progress made on matters arising from the minutes.

To receive the Minutes of Clayton Parish Council's planning meeting held on **16<sup>th</sup> December 2016**

- Budget for 2017/18 was approved at full council on 19<sup>th</sup> January 2017. Precept details have therefore been sent to Bradford Council.
- Most invoices are now being settled via bank transfer.
- Office 365 was purchased and is being used by the clerk and the chairman. This to be further rolled out to all other members.

#### **5. REVIEW OF FINANCIAL PROCESSES RELATING TO LAST-QUARTER FINANCIAL POSITION**

- To review the operational processes relating to the last quarter's financial position since the last review on 16<sup>th</sup> December 2016.

#### **6. CREDIT CARD**

Council are asked to consider the use of a credit card for the clerk for council purchases. Currently most costs are incurred by the clerk who has to then claim the money back.

#### **7. PUBLIC CONSULTATION AND QUESTION TIME**

To receive questions/comments from the Public on:

- Any matter which is tabled for discussion on the Agenda;
- Any other matter of public interest which is within the responsibilities of Clayton Parish Council's Finance Committee, and;
- To receive suggestions of items for inclusion in the Agenda of the next Finance Committee meeting from the public and also from members of Clayton Parish Council's Finance Committee.

#### **8. DATE OF NEXT MEETING**

To agree the date of the next meeting.