

SWAFFHAM TOWN COUNCIL

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Monday 10th May 2010 at 7.00pm** in the Town Hall, Swaffham.

NOTE: In the case of non-members, this agenda is for information only.

Richard Bishop
Town Clerk

COMMITTEE CONSISTS OF THE FOLLOWING:

Mr. D. Harman(Mayor), Mr. I. Sherwood (Deputy Mayor), Mr. D. Butters, Mr. P. Darby, Mr. C. Gunner, Mrs. S. Mathews, Mr. F. Sharpe and Mr. D. Wickerson,

- Summons issued Tuesday 4th May 2010

AGENDA

- 1. To receive APOLOGIES FOR ABSENCE.**
- 2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.**
- 3. To receive & approve MINUTES of Finance & G.P. meeting held on 2nd Dec. 2009.**
- 4. To consider QUARTERLY FINANCIAL REPORT from RFO to include:-**
 - 4.1. *To receive report on Accounts to date (Income & expenditure 2009/10).*
 - 4.2. *To receive and consider a report from Mr. Tony Lawler Internal Auditor.*
 - 4.3. *To receive report and discuss end of year Accounts to 31st March 2010 pending visit from RBS Accounting Systems on 2nd June 2010.*
- 5. To consider the following financial issues:-**
 - 5.1. *To review Fidelity Guarantee cover for 2010/11.*
 - 5.2. *To review fixed Asset Register for 2010/11.*
 - 5.3. *To consider annual review of the effectiveness of Internal Audit.*
 - 5.4. *To receive progress report for cash-flow actual and projections 2010/11.*
 - 5.5. *To receive and consider early budget considerations for 2010/11.*
 - 5.6. *To receive timetable for 2011/12 budget.*
- 6. To confirm date of NEXT MEETING on Wednesday 28th July 2009 at 7pm.**