

# MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: [marketlavpc@gmail.com](mailto:marketlavpc@gmail.com)

VAT Registration Number: 296 9715 35

Management & Finance (M&F) Committee Meeting to be held on

**Thursday 6<sup>th</sup> June 2019, at 7.15 pm in the Old School, Market Lavington**

*Carol Hackett*

**Carol Hackett - Parish Clerk**

	<b>AGENDA ITEM</b>
19/20-32	<b>Apologies for Absence</b> To receive apologies for absence and consider reasons for non-attendance
19/20-33	<b>Declarations of Interest and Dispensations to Participate</b> a) To receive declarations of interest in respect of matters contained in this agenda b) To receive any dispensation requests received
19/20-34	<b>Minutes of Council Committee meeting</b> To confirm and sign as a correct record the minutes of the M&F committee meeting held on the 5 <sup>th</sup> February 2019 ( <i>copy attached</i> )
19/20-35	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> Opportunity for members of the public to speak on matters contained in this agenda
19/20-36	<b>Year-end balances 2018/19</b> To review the year-end balances as at 31/3/19, and consider proposals for carrying forward any unspent provisions into 'Earmarked Reserve' (as per financial regulations para. 4.3) ( <i>summary sheet to follow</i> )
19/20-37	<b>Internal Audit</b> a) Review and consider the Internal Audit report for the year ending 31/3/19 ( <i>copy to follow when received</i> )
19/20-38	<b>Annual Governance and Accountability Return (AGAR)</b> a) Review effectiveness of the system of internal control – 'Governance, Finance and Management Risk Register' ( <i>copy attached</i> ) b) Review the wording of all the assertions in Section 1, the Annual Governance Statement and consider responses ( <i>copy attached</i> )
19/20-39	<b>Specific email accounts for Councillors</b> Consider advice given at recent Training and Networking Day
19/20-40	<b>Specific Parish Council website</b> Re-consider, following advice given at recent Training and Networking Day
19/20-41	<b>Emergency Plan</b> Consider advice given at recent Training and Networking Day
19/20-42	<b>Other M&amp;F Committee business</b> Opportunity for individual Councillors / Clerk to bring any matter not on the agenda to the Committees attention – for information
19/20-43	<b>Date of next Meeting</b> Agree
19/20-44	<b>Closure of meeting</b>

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