

WEST BLETCHLEY COUNCIL

To: The Chair and members of Finance & General Purposes Committee
21st November 2016

Dear Councillor

You are summoned to attend a meeting of the **Finance & General Purposes Committee** to be held at **221 Whaddon Way, West Bletchley** on **Monday 28th November 2016 at 7.30pm** when the business set out in the following agenda will be transacted.

Helen Hupton
Clerk, West Bletchley Council

N Long (Vice Chair), Cockbaine, Kearon, Kelley, Legg, Lindop, McKenzie, Moore and Shadul Rahman
Cllrs Belcher & Thomas (ex-officio)

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes of meetings** - To approve and sign as a correct record the minutes of the meeting held on 1st August 2016 (p.1)
4. **Report of Responsible Financial Officer** (p.3)
 - a) 2015/16 Accounts
 - b) 2016/17 Budget
 - c) 2017/18 Budget Estimates
 - d) 2017/18 Scale of Charges
 - e) Reference from Planning & Environment Committee – Parking Projects
5. **Payment of Accounts**
 - a) To receive the minutes of the Accounts Sub Committee held on 30th August & 1st November 2016 (p.21)
 - b) To approve a schedule of payments for the period ending 18th November 2016 (p.23)
 - c) To approve an updated schedule of payments which arise on a regular basis in accordance with Financial Regulation 5.6. (*changes shown in bold italic*) (p.26)
 - d) To sign the record of approved payments in accordance with Financial Regulation 5.7. (NB: relevant items are marked * on the payment schedule attached at (p.23)
 - e) To note that a meeting of the Accounts Sub Committee will take place at 2pm on Tuesday 10th January 2017.
6. **Item as required by Financial Regulation 2.2** – to note that Cllr Kearon verified bank reconciliations and statements, for the period 1st July to 30th September 2016, and found no matters arising for the Committee's consideration.
7. **Asset Register Procedures** – report of Head of Council Services (p.29)
8. **Franking Machine Contract** – report of Head of Council Services (p.32)
9. **Date of Next Meeting** - To note that the next meeting will be held on 6th February 2017 at 7.30pm.

Distribution – all Councillors, Notice-boards and Council Website
MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND – the meeting can be adjourned between items 2 & 3 to take public questions.