

**SANDFORD PARISH COUNCIL**

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Dear Sir/Madam,

I hereby give you notice that a Meeting of the Finance Committee, of the above Council, will take place on TUESDAY 28<sup>th</sup> MAY, 7.00pm, at SANDFORD COMMUNITY SPORTS PAVILION.

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out below.

*Malcolm J Vallance* (Parish Clerk  
23<sup>th</sup> May 2024

- 1) Apologies
- 2) Minutes of the Meeting held on 15<sup>th</sup> February 2024
- 3) Matters arising
- 4) Parish Council Accounts to 31<sup>st</sup> March 2024 – Internal Audit and Completion of AGAR for External Auditor
- 5) Review of procedures to report Balances to SPC (currently quarterly)
- 6) Review of Signatories update
- 7) Purchase of Stationery needs and in particular Ink Cartridges
- 8) Review of Insurance cover following update from Community First
- 9) Any matters to be raised with SPC at the next Meeting on 5<sup>th</sup> June 2024
- 10) Date of next Meeting