

**HONITON TOWN COUNCIL  
Finance Committee**

You are hereby summoned to attend a meeting of the **Finance Committee**  
to be held at the Beehive, Dowell Street, Honiton on  
**Monday 24<sup>th</sup> April 2017 at 7pm**  
for the purpose of transacting the following business

1. To receive apologies for absence
2. To receive declarations of interest in items on the agenda

*The meeting will go out of session*

3. Public Question Time on items on the agenda - questions in writing please, to arrive at the Council Office by 12 noon on the day of this meeting

*The meeting will go back into session*

**Part A matters for decision**

4. To agree the lists of payments for October, November, December 2016 and January, February, March 2017 ([attached](#)) and to recommend approval to the Town Council
5. To discuss the reconciliation report for the six months ended 31 March 2017 and to recommend approval to the Town Council (*to follow*)
6. To review Financial Regulations ([copy attached](#)) and specifically to address issues raised in the Internal Audit Report (copy circulated previously)
7. To note the grant applications received ([list attached](#)) and to make a recommendation to the Town Council
8. To close the meeting

Dated this 18<sup>th</sup> day of April 2017

*S.Jenkins*

**Sarah Jenkins  
Deputy Town Clerk**

**Reminder for Members**

- You must declare the nature of any disclosable pecuniary interests. (Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.)



- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk or Deputy Clerk.
- Confidential information can be viewed at the Town Council Office during public opening hours of 10am – 1pm or by pre-arranged appointment for outside office hours.

**PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME  
TO ATTEND THIS MEETING AS OBSERVERS**

**Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.**

**If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.**

**Members of the public exercising their right to speak during Public Question Time will be recorded.**

**Copies of this document are available in large print on  
request**

**COPIES OF ALL RELEVANT PAPERS MAY BE ACCESSED AT [www.honiton.gov.uk](http://www.honiton.gov.uk)  
OR VIA THE TOWN COUNCIL OFFICE**

