

# Burton Latimer Town Council

The Harold Mason Centre  
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To members of the **Finance, HR and Policy Committee** meeting- you are summoned to attend a meeting to be held at **7pm on Thursday 18<sup>th</sup> April 2024** at the Harold Mason Centre

Signed  Claire Tilley Town Clerk

## AGENDA

FPC 23/67	Apologies- to receive and approve
FPC 23/68	Public Participation- Members of the public can address the Council for 3 minutes each through the Chair in relation to any item on the agenda, in accordance with the Standing Orders adopted by the Council.
FPC 23/69	Declaration of Interests- To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).
FPC 23/70	To approve the minutes of the last meeting 22 <sup>nd</sup> February 2024
FPC 23/71	Governance a) To complete the Internal audit control  b) To note minor amendment needed to Fixed Asset Policy, that only items under £200 -not £100 should be included on register. To then reapprove (attached)
FPC 23/72	a) Receive and approve Bank reconciliations for February and March  b) Receive and approve the year end accounts prior to completion of the AGAR  c) Revised Asset register approval  d) Review of 2023/024 budget, with regards to agreeing any reserves to be put into Earmarked reserves (EMR) for 2024/2025  e) To discuss and determine priorities for EMR for 2024/2025 in the event of additional grant monies being received.  f) To approve invoice expenses in 23/24 but not paid until 24/25 (all documents sent as attachments)
FPC 23/73	Close of meeting – next meeting date 25 <sup>th</sup> April 2024 – for approval of invoices and various RFO updates