



# Windlesham Parish Council

Sarah Walker  
Clerk to the Council  
Email: [sarah.walker@windleshampc.gov.uk](mailto:sarah.walker@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)  
Telephone: 01276 471675

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

30<sup>th</sup> May 2019

**To: Cllrs Bakar, Chambers, Goodman, Gordon, Halovsky-Yu, Hartshorn, Kay, Stacey and Willgoss**

**And all members of Council as nominated substitutes**

You are hereby summoned to attend a meeting of the Finance and General Purposes Committee to be held in Council Chamber on **Tuesday 4<sup>th</sup> June 2019** at **7.45pm** to act upon the under-mentioned business.

Yours sincerely

**Sarah Walker**  
Clerk to the Council

---

## AGENDA

1. **To elect the Chairman and Vice Chairman of the Committee for the ensuing year**
2. **Apologies for absence**
3. **To review and agree the terms of reference for the Committee**
4. **Declarations of interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e)
5. **Public question time**
6. **Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
7. **Payments for Approval and Sign Off**
8. **Review of Bank Reconciliations**
9. **Year End Accounts**
  - a) **Out-turn report**
  - b) **Financial Statements**
  - c) **Review of reserves**
  - d) **End of year internal audit report**
10. **Review of 2019-20 Budget**