*******Barkham Parish Council*

Arborfield Green Community Centre

Sheerlands Road

Arborfield

RG2 9ND

Tel: 0118 976 2089

Email: clerk@barkham-parishcouncil.org.uk

Clerk: Mrs Ellen Tims

Meeting of the Finance Committee Notice

To be held on Thursday 2nd December 2021

At the Parish Office, Arborfield Green Community Centre,

Commencing at 10am

**PLEASE NOTE: YOU MUST NOT ATTEND THIS MEETING IF YOU HAVE ANY COVID SYMPTOMS OR HAVE BEEN TOLD TO ISOLATE OR QUARANTINE.**

**Note: Wearing a face mask is now a personal choice. We politely request attendees at the meeting to continue to wear a facemask on entry/exit and whilst moving around the hall if they can.**

**The Business to be transacted is as shown under**

1. To elect a chairman for the committee
2. To receive and consider public questions and comment.
3. Apologies for absence with reason given
4. Declaration of Members’ interests and requests for dispensation
5. To approve the minutes from the last Finance Committee Meeting as being a true record of the meeting
6. Reports on matters outstanding and actions arising from the minutes
7. To receive the latest bank reconciliations and any unplanned expenditure from the RFO
8. To discuss the draft budget to be put to full Council in December.
9. AOB
10. To set the date of the next meeting

E. Tims

Clerk to the Council