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| Combe Florey Parish Council combefloreysec@gmail.com |

**Notice is hereby given that an**

**Extraordinary Meeting of Combe Florey Parish Council**

**will be held at Combe Florey Village Hall on Monday 18th June 2018 at 7.00pm**

Gemma Coombes Parish Clerk.

# Extraordinary Parish Council Meeting Agenda

1. Welcome by Chairman
2. Apologies
3. Declarations of Interest
4. Review, approve and adopt the accounts for the year ending 31 March 2018
5. Review and approve the bank reconciliations for that year
6. Review and approve the Insurance Quotation and new policy commencing 1 June 2018
7. Annual Governance & Accountability Return 2017/17 Part 2
8. Approve a schedule of payments, some of which were approved in principle at our last meeting and some of which are new
   1. Invoices for payment
      * 1. Parish Clerk wages £424.22 before deduction of PAYE and NI (approved)
        2. Combe Florey Village Hall hire for forthcoming hires £50 (approved)
        3. Expenses for Adriana Truby £35.94 (£42.62 approved)
        4. Expenses for clerk £50.40
        5. Insurance renewal £308.12
        6. HMRC Clerk - PAYE amount to be confirmed once PAYE scheme re-established – this may have been achieved by date of meeting
9. Update Banking Mandate
   1. Authorised signatories for newly elected /co-opted councillors
   2. Remove signatories for past Chairman and councillors
   3. Update on on-line banking
10. Schedule Internal Auditor review
11. Next Meeting:

Date: Wednesday 19th September 2018 at 7.00pm, Combe Florey Village Hall