1. PRESENTATION OF INTERNAL AND EXTERNAL AUDIT REPORTS ( agreement and any actions taken) documents circulated on email and available to the nearest meeting for review and action if required.
2. STANDING ORDERS AND FINANCIAL REGULATIONS To be reviewed annually in April.
3. APPROVAL PROCESS FOR DIRECT DEBIT, STANDING ORDERS, CHEQUES and BACS PAYMENTS
4. WE DO NOT USE DIRECT DEBITS, STANDING ORDERS OR CHEQUES.
5. ALL BACS PAYMENTS ARE APPROVED BY ALL COUNCILLORS AT MONTHLY MEETINGS.
6. ALL BACS PAYMENTS PREPARED AND PAID BY CLERK
7. ALL BACS PAYMENTS APPROVED AND MONITORED BY CHAIR
8. ALL BACS PAYMENTS APPROVED AND MONITORED AT MONTHLY MEETINGS.
9. ALL BACS PAYMENTS SUBJECT TO QUARTERLY BUDGET MONITORING.
10. SUBSCRIPTIONS, GRANTS AND DONATIONS.
11. WE MAKE ANNUAL DONATIONS TO THE CITIZENS ADVICE BUREAU AND TO WOODCOTE VOLUNTEERS ONLY.
12. A DONATION OF £20.00 IS MADE ANNUALLY TO THE BRITISH LEGION WHEN PURCHASING OUR ANNUAL WREATH IN REMEMBRANCE.
13. THE AMOUNT OF THESE DONATIONS IS AGREED AT THE APRIL MEETING.
14. WE SUBSCRIBE TO THE CHILTERN SOCIETY, THE CPRE, THE OXFORDSHIRE ASSOCIATION FOR LOCAL COUNCILS AND OALC.
15. WE REVIEW OUR SUBSCRIPTIONS AND DONATIONS ANNUALLY IN APRIL.

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JANUARY MEETING

THE ANNUAL REVIEW AND PLAN.

APPROVAL OF PRECEPT AND BUDGET : HOW IS BUDGET PREPARED

CONSIDERATION AND MINUTED APPROVAL OF RESERVES TO BE CARRIED FORWARD

REVIEW OF FINANCIAL AND GENERAL RISK ASSESSMENT

REVIEW OF INTERNAL CONTROLS DOCUMENT

REVIEW OF TREE, GRASS AND MAINTENANCE CONTRACT

STOCKTAKE/VERIFICATION OF ASSET REGISTER AND THEIR VALUE

Publication Scheme

Website