

BISHTON COMMUNITY COUNCIL
CYNGOR CYMUNED TRESEFJOB

Clerk's Office – 15 Caerau Road – Newport – NP20 4HL
07988624393 – clerk@bishton.org.uk

AGENDA

To members of Bishton & Underwood Community Council

You are hereby summoned to a Finance & Procedure Meeting to be held
on **Wednesday 4th December 2024 6:30pm (ending no later
than 08:30pm)**

The meeting will be held Underwood Community Centre – Conference
Room. Members of public are welcome to attend (please
submit queries to the Clerk prior to the meeting. The meeting
will also be held via Zoom – please contact the Clerk for online
access details.

Jacob Richards-Powell

Clerk for Bishton Community Council – Clerk@bishton.org.uk

- 1. Attendance**
- 2. Apologies**
- 3. Appointment of Chairperson for Finance & Procedure Committee**
- 4. Any comments from public**
- 5. Review Q2-Q3 spending and budget for 2024/2025**
 - a. Reassign funds as required
 - b. Discuss and agree outstanding projects with timescale and management plan
 - c. Discuss and agree any new budget items for remainder of 2024/2025 Financial Year
6. Chair to sign bank reconciliation reports for 2024/2025 to date
7. Note revisions to Council risk assessment
8. Note new direct debit for website hosting service
9. Note VAT submission for 2024/2025
10. Note Comments in Digital Health Report from One Voice Wales