

BISHTON COMMUNITY COUNCIL
CYNGOR CYMUNED TRESEFJOB

Clerk's Office – Underwood Community Centre
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 **30th July 2025 at 6.30pm**

The meeting will be held at ***Underwood Community centre.***

Members of public are invited 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.

Chris Ashman

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

1. Attendance
2. Apologies
3. Selection of Chairperson
4. Discuss internal audit report for 2024-2025
 - a. Make recommendations to address points within internal audit report
 - i. Improve authorisation to pay invoices
 - ii. Authorisation of payments on online banking
 - iii. Risk management
5. Digital /IT policy – review to take account of Digital Health toolkit
6. Summary of actions and date of next meeting