

SLAUGHAM PARISH COUNCIL

FINANCE & POLICY COMMITTEE MEETING AGENDA

The Council Members are summoned to a Meeting to be held on
14th December 2020 at 7.00pm Virtual

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS

This meeting is being held via the provisions made under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) England) Regulations 2020 which allows local authorities to conduct meetings remotely

Sally Mclean – Clerk to the Council Email clerk@slaughtampc.co.uk Website: <http://www.slaughtampc.co.uk>

Present:

F12/01 Apologies for absence

F12/02 Declarations of Interest:

F12/03 Minutes of the meeting of Finance & Policy Committee 15th October 2020
To receive and adopt the minutes. **Matters arising from the Minutes** – To note any matters arising from the minutes.

F12/04 Adjournment for questions from the public: The Committee is to consider whether to adjourn the Meeting in accordance with Clause 1(d) of Standing Orders, in order to receive questions from members of the public.

F12/05 Financial Monitoring Review Income / Expenditure Review 2020/21: To note the account records in accordance with the Financial Regulations of the Parish Council, as follows: The Committee is asked to review the income and expenditure against budget 2020/21 to include reserves position and to consider and approve other financially related matters if necessary cc'd in advance

- (a) *Ref: Detailed Income & Expenditure by Budget Heading*
- (b) *Ref: Income and Expenditure Account for Year Ended*
- (c) *Ref: Summary Income & Expenditure by Budget Heading*
- (d) *Ref Balance Sheet as at 31st March 2020*
- (e) *Ref Trial Balance as at 31st March 2020*
- (f) *Receipts 010420 – 121220*
- (g) *Annual Budget By Cost Centre*

F12/06 Projects 2021/22: The Committee is asked to review expenditure in relation to projects coming forward against budget 2020/21 *to include S106 position*

- 1. Public Toilets – Refurbishment - *S106 enhancement funds/golf house*
- 2. Fencing Playground / Petanque - *S106 TBC*
- 3. COVID related requirements PPCC and HX Sports Pavilion – *The Clerk has applied for COVID relief funding for circa £2k*
- 4. St Dunstan's Land purchase to include legal fees – *Valuation / Budget ground clearance – The Clerk has applied to the AONB Lund Fund*

F12/06A Contract Review – Members to consider current and new contracts

- 1. Grasstex Grass Cutting Contract – Schedule of works Review
- 2. Tree Surgery / Ground Clearance – Review Budget / Common Land works coming forward 2021
- 3. Electrical / Alarm/ Fire Alarm Maintenance Agreements for Parish facilities
- 4. Playground Inspections – 2 inspections per year

- F12/07** **S106 Project Review 2020/21:** The Committee is asked to review developer contributions in relation to projects coming forward not covered in F12/06 / 2020/21
- F12/08** **Salary Review Brian Funnell / Brenda Rowe:** Members to consider salary review – 1st April 2021
- F12/09** **Parish 2021/22 Tax Base Information / Precept Request –** Members using the relevant information to consider precept position using future projects considered and current position *see F12/10*
- F12/10** **Proposed Budget 2021/22:** To consider the Briefing Note and proposed Council budget for 1st April 2021 to 31st March 2022 for recommendation to Council in advance of the meeting scheduled for the 28th January 2020.
- F12/11** **Precept Recommendation 2021/22:** The Committee is to recommend Precept for 2021/22 in line with planned expenditure against budget 12/06 12/06A 12/018F:
- F12/12** **External Audit 2019/2020: To APPROVE the completed AGAR.** To note the signed 'External Auditor Report and Certificate 2019/2020' to enable the Parish Council to comply with Councils statutory publication requirements by 30 November 2020.
- F12/13** **Finance Matters Payments and receipts** The Committee is asked to RESOLVE to approve: Bank Reconciliation for month October / November 2020 Approval in line with scheme delegation carried over from FC 26th November 2020 meeting held as *per minute reference 9.(Ref: Bank Payment Analysis October 2020 attached)*
RECOMMENDATION: The Committee approves the schedule of payments for November 2020
- F12/14** **Matters that members wish to raise for future discussion**

Date of Next Meeting:

Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request from the Parish Office.