

# BUCKHURST HILL PARISH COUNCIL

## MINUTES OF THE FINANCE AND ESTABLISHMENT COMMITTEE HELD AT 8.00pm ON THURSDAY 15 November 2018 AT BUCKHURST HILL LIBRARY, 165 QUEENS ROAD

**017/18 PRESENT**

Cllrs: Mr B Nagpal (Chairman)  
Mr R Sparrowhawk  
Mr S Clark  
Mr S Neville  
Mrs S Patel  
Ms G Reynolds  
Mrs J Share-Bernia  
Miss S Watson  
Mr N Wright (Ex Officio)

In attendance: Mr K O'Brien (Clerk)

The Chairman welcomed Members to the meeting and thanked them for attending.

**018/18 APOLOGIES FOR ABSENCE**

As all members were in attendance, there were no apologies.

**019/18 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members in any item on the agenda.

**020/18 MINUTES**

The minutes of the meeting held on 6 September 2018 circulated, were approved and the Chairman authorised to sign them.

**021/18 PUBLIC PARTICIPATION**

There were no members of the public present.

**022/18 CHAIRMAN'S AND CLERK'S COMMUNICATIONS**

There were no communications to report.

**023/18 FINANCE**

1. The reports of the Council's financial position as at 31 October circulated were noted. The Clerk was asked why some headings had not been changed as requested by Councillors at the September meeting. He explained that due to the prolonged absence of the RFO and the obvious pressures that had created, there simply hadn't been time to effect the changes. They had not been overlooked and would be changed as soon as practically possible.
2. The Bank Reconciliations and Trial Balance, circulated, were noted.
3. The payments and receipts for August 1<sup>st</sup> to October 31<sup>st</sup>, circulated, were noted.
4. The estimated income for the Halls for the Third quarter, October to December, circulate, were noted.

**024/18 RISK REGISTER**

It was noted that the Council's Risk Register will be presented for approval at the next Full Council Meeting.

**025/18 REVIEW OF CHARGES**

**1. Community Hall Charges**

Councillors reviewed the current charges for the Community Halls, as circulated, and unanimously AGREED (a) to freeze the hire charges at prevailing levels for another year but (b) to return the Contingency Deposit to 2016 levels as it had had no discernible impact on helping to increase usage and, sadly, there was some evidence that there had been an increase in the amount of damage, uncleanliness etc from a minority of hirers and the current Contingency Deposit level was not providing sufficient funds to cover the subsequent rectification costs.

**2. Parish Magazine Rate Card.**

Councillors reviewed the charges for advertisements in the Parish Magazine, as circulated, and unanimously AGREED to freeze charges for another year.

**026/18 BUDGET AND PRECEPT**

**1. Budget**

Councillors considered the 2019/2020 Budget draft. Cllr Watson however, felt that she wanted more time to examine the draft and as a consequence, it was unanimously agreed that she should meet the Clerk to discuss any queries that she may have at the earliest opportunity.

**2. Precept**

It was unanimously agreed that as a consequence of the outcome of part 1, any discussion and decision on the draft precept should be deferred to a future meeting.

**027/18 ANNUAL RETURN**

To note that the External Audit of the Annual Return had been completed with only one advisory comment, namely that the Council's Risk Register is approved by Full Council earlier in the year.

*Cllr Patel left the meeting at the end of this item.*

**028/18 INTERNIM AUDIT**

It was noted that the Internal Interim Audit originally scheduled for 18 October 2018 was postponed at the request of the auditors (ill health). It has been rescheduled for November 27<sup>th</sup>.

There being no further business the Chairman closed the meeting at 8.55pm.

Chairman .....

Date .....