

BUCKHURST HILL PARISH COUNCIL

MINUTES OF THE FINANCE & ESTABLISHMENT COMMITTEE HELD AT 7.00pm ON THURSDAY 21 November 2019 AT BUCKHURST HILL LIBRARY, 165 QUEENS ROAD

020/19 **PRESENT**

Cllrs: Miss G Reynolds (Chairman)
Mr B Nagpal (Vice Chairman)
Mr S Neville
Miss S Watson
Mr N Wright

In attendance: Mrs V Evans (Interim RFO/Deputy Clerk)
Mrs E Petyt-Start (Clerk)
Mrs K Lumb (RFO/Deputy Clerk Designate)

021/19 **APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Mr S Clark and Cllr Mrs S Patel

DECLARATIONS OF INTEREST

To receive declarations of interest from Members in any item on the agenda, in accordance with the Members' Code of Conduct.

The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room while that item is being considered.

MINUTES

To approve the minutes of the meeting held on 5 September, circulated, and to authorise their signing by the Chairman.

PUBLIC PARTICIPATION

To hear representations from members of the public

The maximum time allowed for this item is 15 minutes (approximately 3 minutes per speaker); at the close of this item members of the public will no longer be permitted to address the Council.

CHAIRMAN'S AND CLERK'S COMMUNICATIONS

To receive communications from the Chairman of the Committee or Clerk to the Council. Please note that no decisions can be made under this item, as that business must be specified on the agenda.

FINANCE

1 To receive and consider a report of the Council's financial position as at 30 September, circulated.

2 To note the Bank Reconciliations and Trial Balance at 30 September, circulated.

3 To note payments and receipts for 1 August to 30 September, circulated.

4 To note estimated income for the Halls for the third quarter, October to December, circulated.

FINANCIAL REGULATIONS

To note that updated Financial Regulations were approved at Full Council on 26 September 2019

AUDIT

1 External Audit

To note that there was a clean audit of the Annual Governance and Accountability Return for 2018/2019 and all statutory notices have been published

2 Internal Audit

To note that the end of year Internal Audit has taken place and there are some

recommendations to be clarified with the auditor

REVIEW OF CHARGES

1 Community Halls Hire Charges

To review charges for the hire of community halls, current charges circulated

2 Parish Magazine Rate Card

To review charges for advertisements in the Parish Magazine, current rate card circulated

3 Allotments

To note rents for allotments as charged by Buckhurst Hill Leisure Gardens CIC

RISK REGISTER

1 Committee's Risk Register

To consider the draft risk register for this committee, circulated

2 Council's Risk Register

To consider the Council's draft Risk Register for recommendation to Full Council, circulated.

The Council's Risk Register includes all risks for the Council, together with recommendations from this committee and the Recreation & Community Committee.

BUDGET AND PRECEPT 2020/2021

1 Budget

To consider the budget for 2020/2021, draft circulated, for recommendation to Full Council

2 Precept

To recommend the level of Precept for 2020/2021 to Full Council

FINANCE AND ESTABLISHMENT ITEMS OF CONCERNS

- (a) To note any items of concern
- (b) To provide any items for the next agenda

There being no further business the Chairman closed the meeting at 7.55pm.

Chairman

Date

Members of the Finance & Establishment Committee
Councillors: Miss G Reynolds (Chairman), Mr B Nagpal (Vice Chairman),
Mr S Clark, Mr S Neville, Mrs S Patel, Miss S Watson, Mr N Wright