

BUCKHURST HILL PARISH COUNCIL

MRS E P PETYT-START
CLERK TO THE COUNCIL
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6 March 2020

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **8.00pm** on **Thursday 12 March 2020** at **Buckhurst Hill Library**, 165 Queens Road, Buckhurst Hill and you are hereby summoned to attend. Members of the public and press are invited to be present and the following business will be transacted.

Mrs F.P. Petyt-Start

Mrs Liz Petyt-Start
Clerk to the Council

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies for absence.
2. **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.
3. **MINUTES**
To approve the minutes of the meeting held on 21 November 2019, circulated, and to authorise their signing by the Chairman.
4. **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.
5. **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.
6. **FINANCE**
 - 1 To receive and consider a report of the Council's Income & Expenditure as at 31 January, circulated.
 - 2 To note the Bank Reconciliations and Trial Balance at 31 January, circulated.
 - 3 To note payments and receipts for 1 October to 31 January, circulated.
 - 4 To note estimated income for the Halls for the fourth quarter, January to March, circulated.
7. **AUDIT**
Internal Audit
To consider the interim Internal Audit report, circulated, prior to it going to Full Council.

8. INSURANCE

To consider quotations from Zurich Municipal for the Council's insurance from 1 April 2020, details circulated if available

9. FINANCE AND ESTABLISHMENT ITEMS OF CONCERNS

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

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