

BUCKHURST HILL PARISH COUNCIL

MRS E P PETYT-START
CLERK TO THE COUNCIL
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30 October 2020

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **8.00pm** on **Thursday 05 November 2020** via zoom 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 10 September, 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 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.
7. **AUDIT**
 - 1 **External Audit**
To note that there was a clean audit of the Annual Governance and Accountability Return for 2019/2020 and all statutory notices have been published

2 Internal Audit

To note that the end of year Internal Audit has been completed, with two recommendations made

8. REVIEW OF CHARGES

1 Community Halls Hire Charges

- a) To review charges for the hire of community halls, current charges circulated
- b) To provide decision upon Hall hire charges during the COVID-19 pandemic

2 Parish Magazine Rate Card

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

3 Allotments

- a) To note the Buckhurst Hill Leisure Gardens 2019/2020 annual accounts
- b) To review the rents for allotments as charged by Buckhurst Hill Leisure Gardens

9. RISK REGISTER

1 Committee's Risk Register

To consider and agree the draft risk register for this committee, circulated

2 Council's Risk Register

To consider and agree 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.

10. BUDGET AND PRECEPT 2021/2022

1 Budget

To consider the budget for 2021/2022, draft circulated, for recommendation to Full Council

2 Precept

To recommend the level of Precept for 2021/2022 to Full Council

11. 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