

BUCKHURST HILL PARISH COUNCIL

MRS E P PETYT-START
CLERK TO THE COUNCIL
165 QUEENS ROAD
BUCKHURST HILL
ESSEX
IG9 5AZ

TEL: 020 8498 9933
EMAIL: office@buckhursthillpc.gov.uk

25 June 2020

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **7.15pm** on **Thursday 01 July 2021** 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. **ELECTION OF VICE-CHAIRMAN**
To propose and second nominations for the office of Vice-Chairman of the Committee and if there is more than one nominee to vote thereon.
2. **APOLOGIES FOR ABSENCE**
To receive apologies for absence.
3. **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.
4. **MINUTES**
To approve the minutes of the meeting held on 04 March 2021, circulated, and to authorise their signing by the Chairman.
5. **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.
6. **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.
7. **FINANCE**
 - 1 To receive and consider a report of the Council's financial position as at 31 March (year-end), circulated.
 - 2 To note the Bank Reconciliations and Trial Balance as at 31 March, circulated.

3 To note Payments and Receipts for 01 February to 31 March, circulated.

4 To receive and consider a report of the Council's financial position as at 31 May, circulated.

5 To note the Bank Reconciliations and Trial Balance as at 31 May, circulated.

6 To note Payments and Receipts for 01 April to 31 May, circulated.

7 To note estimated income for the Halls for the first quarter, April to June, circulated.

8. **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.

9. **SALARIES**

To note the contractual SCP (Spinal Column Points) increases have been applied.

10. **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: Mr M West (Chairman),
Mr S Heap, Mr S Neville, Mrs A Redelinghuys