

# 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](mailto:office@buckhursthillpc.gov.uk)

17 June 22

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **7.00pm** on **Thursday 23 June 2022** 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 E.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 17 March 2022, 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 May 2022 circulated.
  - 2 To note payments and receipts for 1 April 2022 – 31 May 2022, circulated.
  - 3 i) To note estimated income for the Halls for the first quarter, April – June 2022
  - ii) To discuss and agree the suitability of this report going forward.

8. **BANK ACCOUNTS**  
To update the Council on the bank accounts, mandate and online banking proposal
9. **SALARIES**  
To note the contractual SCP (Spinal Column Points) increases have been applied as from April 22.
10. **BARCLAYCARD OR CREDIT CARD FACILITY**  
To discuss and approve the proposal for a Barclaycard or similar credit card for use by the Parish Office.
11. **POLICE COMMUNITY SUPPORT OFFICER**  
To review arrangements for the employment of a PCSO and Special Constable.
12. **REVIEW OF THE MAINTENANCE COSTS OF RODING VALLEY**  
To review the costs from EFDC associated with the grounds maintenance
13. **ITEMS OF CONCERNS AND NEXT AGENDA**
  - (a) To note any items of concern
  - (b) To provide any items for the next agenda.

**Members of the Finance & Establishment Committee**

Cllr Mr M Vance (Chair), Cllr Mr G Chambers Bagshaw, Cllr Mr R Kaul, Cllr Mr S Heap  
Cllr Mr D Saunders Cllr Mr A Weinberg