

# BUCKHURST HILL PARISH COUNCIL

MRS E P PETYT-START  
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11 November 2022

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **8.00pm** on **Thursday 17 November 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. **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 23 June 2022, 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 31 October 2022.
  - 2 To note payments and receipts for 1 June – 31 October 2022, circulated.
  - 3 To note estimated income for the Halls for Q3 – September – December 2022.
7. **BANK ACCOUNTS**  
To update the Council on the bank accounts, mandate and online banking proposal

**8. AUDIT**

**1 External Audit**

To note that there was a clean audit of the Annual Governance and Accountability Return for 2021/2022 and all statutory notices have been published

**2 Internal Audit**

To note that the interim Internal Audit is to be completed on Monday 14 November.

**9. 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**

- a) To note the Buckhurst Hill Leisure Gardens 2021/2022 annual accounts
- b) To review the rents for allotments as charged by Buckhurst Hill Leisure Gardens

**10. 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, including the Recreation & Community Committee, together with recommendations from this committee.

**11. BUDGET AND PRECEPT 2023/2024**

**1 Budget**

To consider the budget for 2023/2024, draft circulated, for recommendation to Full Council

**2 Precept**

To recommend the level of Precept for 2023/2024 to Full Council

**12. 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. Cllr Mr R Church