

BUCKHURST HILL PARISH COUNCIL

MRS E P PETYT-START
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17 June 2023

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **8.00 pm** on **Thursday 22 June 2023** 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

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 9 March 2023, 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

I. To receive and consider a report of the Council's financial position to date.

II. To note list of payments for 1 April 23 – 31 May 23.

III. To note estimated income for the Halls for the first quarter, April – June 2023 circulated.

IV. To note the bank reconciliation reports for 1 April – 30 April 2023.

8. TERMS OF REFERENCE

To discuss and agree the terms of reference for this committee. Circulated.

9. TO RECEIVE AND DISCUSS QUOTES FOR A PWLB LOAN TO ASSIST WITH FUNDING THE DEVELOPMENT OF RODING VALLEY HALL

Report circulated

10. TO AGREE THE PURCHASE OF A PARISH OFFICE MOBILE PHONE TO SUPPORT THE USE OF THE PDQ MACHINES

An office mobile phone would ensure staff are not using personal mobile devices for council related work.

11. TO AGREE COSTS FOR VALUATION SURVEY ON THE RODING VALLEY AND THE WOOLLARD CENTRE

Proposal circulated

12. TO AGREE TRANSFER OF FUNDS BETWEEN SAVINGS ACCOUNTS

13. 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

Cllr Mr M Vance (Chair), Cllr B Church, Cllr Mr R Kaul, Cllr Mr S Heap
Cllr Mr D Saunders, Cllr Mr A Weinberg