

BUCKHURST HILL PARISH COUNCIL

MRS E P PETYT-START
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08 September 2023

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **8.00 pm** on **Thursday 14 September 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 F.P. Petyt-Start

Mrs Liz Petyt-Start
Clerk to the Council

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 22 June 2023, 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**

- I. To receive and consider a report of the Council's financial position to date.
- II. To note list of payments for 1 June 23 – 31 August 23.
- III. To note estimated income for the Halls for the 2nd quarter, July – September 2023.
- IV. To note the bank reconciliation reports for 1 May – 32 July 23.

7. **TERMS OF REFERENCE**

To receive any comments to the revised committee Terms of Reference following the F&E meeting in June.

8. **TO RECEIVE AN UPDATE ON THE RENTAL AGREEMENT BETWEEN THE COUNCIL AND TOOLEY FOSTER**
9. **TO AGREE A MONTHLY INCREASE TO £25-30 ON PREVIOUS AGREEMENT FOR THE PARISH OFFICE MOBILE**
10. **TO NOTE COUNCIL EXTERNAL AUDIT IS NOW COMPLETE AND CERTIFICATE HAS BEEN DISPLAYED AS NECESSARY**
11. **TO DISCUSS AND AGREE A WAY FORWARD FOR THE TRANSFER OF FUNDS FROM THE NATWEST RESERVE ACCOUNT**

To receive an update from the RFO on the situation regarding the transfer of funds from the NatWest Reserve account to an alternative account with a better rate of interest.

- a) To agree for the RFO to be added to the Close Brothers Mandate in order to discuss the account with the bank.
- b) To agree, to move the NatWest Reserve funds to Close Brothers providing the account allows or to an alternative account with NatWest as per the proposal circulated with the account options.

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

To review and agree on the company to carry out the valuation survey of the two halls.

13. **REVIEW OF THE INTERNAL AUDITOR**

To note, the rotation of the auditor will commence this year as per the request from Council in November 22 and a new internal auditor from auditing solutions will be appointed.

14. **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

