

BUCKHURST HILL PARISH COUNCIL

MRS E P PETYT-START
CLERK TO THE COUNCIL
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11 November 2022

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **8.00pm** on **Thursday 16 November 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

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 14 September 23, 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 to date, circulated.

2 To note payments for 1 September 23 – 31 October 2023, circulated.

3 To note estimated income for the Halls for Q3 – September – December 2023, circulated.

4. To note the bank reconciliation reports for 1 August – 31 September 23, circulated.

7. **TO APPROVE A CREDIT CARD FOR USE BY THE PARISH OFFICE**
With reference to financial regulations 6.2 the use of personal credit and debit cards are not permitted. Therefore, to ensure the Council are working to best practice, there is a requirement for a credit card to enable such purchases within agreed budget.
8. **TO REVIEW AND AGREE THE PROPOSAL FOR AN UPGRADE TO THE IT SYSTEMS**
Following the Council's decision to move the Parish Office to the Woollard centre, an upgrade to a cloud-based system is necessary to ensure the office IT requirements are fully functional in the new premises.
9. **TO REVIEW THE COUNCIL'S FINANCIAL REGULATIONS**
To review the current financial regulations proposal and adoption at the next full council meeting. To note, NALC are in the process of updating the regulations and the consultation is still open. The regulations will therefore need to be agreed and adopted again once the standard NALC version has been approved.
10. **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 2022/2023 annual accounts
b) To review the rents for allotments as charged by Buckhurst Hill Leisure Gardens
11. **RISK MANAGEMENT**
- 1 Committee's Risk Register**
To consider and agree the draft risk register for this committee, circulated.
- 2 To review the sections of the Council's Risk Register pertinent to the R & C Committee**
To agree any amendments for recommendation to Full Council
- 3 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.
12. **BUDGET AND PRECEPT 2023/2024**
- 1 Budget**
- To consider the (R & C) Committee's budget for the next financial year 2024/2025
- To consider the draft budget for 2024/2025, draft circulated, for recommendation to Full Council

2 Precept

To recommend the level of Precept for 2024/2025 to Full Council

3 EMRs

To agree the two new EMRs for 24/25 and the transfer of existing EMR funds to these new projects.

13. TO AGREE THE OUTRIGHT PURCHASE OF A MOBILE PHONE

Following the approval of a mobile phone for the Parish Office; to agree the purchase of a pay as you go device up to the value of £700.00

14. LOCAL GOVERNMENT SERVICES PAY AGREEMENT FOR 2023

To note, agreement has been reached on rates of pay applicable from 1 April 2023 (covering the period 1 April 2023 to 31 March 2024) and will be implemented to staff accordingly.

15. 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 B Church, Cllr Mr R Kaul,
Cllr Mr D Saunders, Cllr Mr A Weinberg