

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

25 January 2024

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **7.00pm** on **Thursday 29 February 2024** 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 16 November 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**

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

2 To note payments for 1 November 23 – 31 January 2024, circulated.

3 To note estimated income for the Halls for Q4 – January – March 2024, circulated and to agree if this report is beneficial.

4. To note the bank reconciliation reports for the previous month end 31 January 2024.

7. **UPGRADE TO THE PARISH OFFICE IT SYSTEM TO THE CLOUD**
To receive and approve the quotes for the upgrade to the Parish office IT system
8. **UPGRADE TO THE PARISH OFFICE PHONE SYSTEM**
To receive and approve the quotes for the upgrade to the Parish Office phone system to digital.
9. **TO REVIEW THE COUNCILS FINANCIAL REGULATIONS**
To review the current financial regulations proposal and adoption at the next full council meeting.
10. **INSURANCE RENEWAL SCHEDULE**
To note the insurance renewal documents. Note the Council are still in a 3 year contract.
11. **ITEMS OF CONCERS 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, Cllr Berlin