

Batheaston Parish Council

**Agenda for a public meeting of the Finance Committee
at 7:15pm on Tuesday 9th February 2021**

This meeting will be held online, using Zoom at zoom.us/join, or by dialling one of: 0203 481 5240, 0131 460 1196, 0203 051 2874, or 0203 481 5237.

The Meeting ID is: 876 8969 6836

Agenda and Notice of Meeting

- 1. Public Participation.**
- 2. To receive** apologies for absence.
- 3. To receive** any declarations of interest from Councillors.
- 4. To approve** the minutes of the Finance Committee meeting held on 12th January 2021 (Clerk, A)
- 5. Setting the Budget for 2021/22 (Cllr Vandestein, A)**
 - 5.1.** To agree an approach for developing the Budget 21/22
 - 5.2.** To prepare a draft (set of) budget(s) 21/22 for review at by Full Council at its next meeting.
- 6. The new Finance System, “AdvantEdge”**
 - 6.1.** **To review** the features and functionality of the new system (Clerk, A)
 - 6.2.** **To approve** that the system has been installed properly, with the correct data entered for it to start to be used fully.
 - 6.3.** **To approve** that the governance and security of the system is correct.
 - 6.4.** **To identify** the workflows to be developed by the Responsible Finance Officer, including authorisation by Councillors of invoices and payments, to put into practice Financial Regulations. (Clerk, A)
- 7. Grants to Community Groups**
 - 7.1.** To note the remaining grant budget of 20/21 (including conditional commitments) (Clerk, A)
 - 7.2.** To consider a grant application of £500 from GrowBatheaston (Clerk, A)
 - 7.3.** To confirm the payments for the current year to the Youth Club (Clerk, A)
 - 7.4.** To note the potential implications of the budget 21/22 on grant-making and resolve to communicate accordingly to interested parties.

8. Monthly transactions (Clerk, A)

8.1. **To approve** transactions undertaken in January 2021

8.2. **To approve** the Bank Reconciliation to January 2021

9. Financial Administration

9.1. **To approve** the contract with Bath and North-East Somerset Council to maintain Public Rights of Way in the Parish. (Clerk, A)

9.2. **To approve** the engagement of the Internal Auditor per her terms of business (Clerk, A)

9.3. **To note** a paper setting out the Section 137 limits for 2021/22, that allow for a limited amount of expenditure for purposes for which Council have no other specific statutory expenditure.

10. Risk Management and Assessments

10.1. **To note** the model Risk Management Strategy from the national Association of Local Councils and **to determine** how to adapt these to fulfil the Council's needs. (Clerk, A)

11. Clerk's Report (Clerk, A)

12. Update of Staff Contracts

12.1. **To approve** temporary exclusion of members of the public from the meeting for the following items, 12.2 and 12.3. This in the public interest owing to the need to protect personal information pertaining to the Council Staff, and is in accordance with Public Bodies (Admission to Meetings) Act, 1960.

12.2. **To receive** a paper from the Clerk indicating the omissions and areas lacking clarity in current contracts, and **to note** "model" contracts from advisory bodies (SLCC). (Clerk, A)

12.3. **To review** the proposed changes to contracts, to be finalised and approved at subsequent meetings. (Clerk, A)

Signed: - 

Parish Clerk

Date issued: 4th February 2021