

Batheaston Parish Council

Agenda for a public meeting of the Finance Committee
at 7:15pm on Tuesday 22nd September 2020

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 841 1132 3436

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 18th August 2020 (Clerk, A)

5. Staff Management

- 5.1. To note that the Council approved updated Terms of Reference at its meeting on 8th September which require the Finance Committee to “set and manage staffing structures, staffing levels, job descriptions, person specifications, staff appraisals, salary and term conditions, recruitment, contracts of employment, training, qualifications, health and safety aspects and other conditions of service of all employees”.

6. Community Matters

- 6.1. **To approve** the conditions under which the Council will make a grant to the Batheaston New Village Hall Trust, following Council decision at its September meeting. (Cllr Vandesteen)
- 6.2. **To approve** the “Heads of Terms” submitted to Grow Batheaston for the use and maintenance of the Penthouse Steps Garden (Cllr Vandesteen, A)
- 6.3. **To receive** a report on the development of the Elmhurst Playground (Cllr Lea)
- 6.4. **To approve** the formation of a time-limited advisory group to complete the application for a Public Works Loan. (Cllr Vandesteen)
- 6.5. **To receive** an oral report on proposals to register land owned by the Parish Council (Cllr Gregory)

7. Matters of Financial Administration for Approval

7.1. Progress on Audit Actions

- 7.1.1. **To receive** an oral report the status of the audit of 2019/20 Annual Governance and Accountability Return. (Clerk)
- 7.1.2. **To receive** a report on the status of the Action Plan: the progress made, expectations for future tasks, and **to approve** changes to the plan. (Clerk, A)
- 7.1.3. **To approve** a proposal to contract a further half-day’s consultancy from the Internal Auditor, Mrs Bridget Bowen, to assure the Committee that appropriate steps are being taken, and to advise on priorities remaining. (Clerk, A)

7.2. Monthly transactions

7.2.1. **To approve** transactions undertaken in August 2020 (Clerk, A)

7.2.2. **To approve** the Bank Reconciliation to August 2020 (Clerk, A)

7.3. **To resolve** to instruct the Clerk to set up a standing order to pay staff salaries, and to instruct the Finance Committee to ensure appropriate oversight of the operation of this within Financial Regulations.

7.4. **To receive** a report on the current state of finances against budget (Clerk, A)

7.4.1. **To note** the receipt of Community Infrastructure Levy payments.

7.4.2. **To consider** actions required to address areas of concern.

8. Procedural Items

8.1. **To receive** an oral report on the review of the Financial Regulations (Cllr Gregory)

8.2. **To approve** a proposal to update the Councillors able to authorise transactions (Clerk, A)

8.3. **To approve** a report on the Council's Reserves Policy, and to approve its recommendations (Cllr Lea, A)

9. Clerk's report

9.1. **To receive** a report from the Clerk, to include the following items. (Clerk, A)

9.1.1. To approve the approach to be taken in renewal of the Council's Insurance Policy

9.1.2. **To receive** an update on progress to implement the new business system

CLOSED SESSION – ADDRESSING CONFIDENTIAL STAFF MATTERS

10. Staff Matters

10.1. **To receive** a report from the Clerk on Staff, outlining current structures and matters for the Committee's attention. (Clerk, A)

10.2. **To receive** a report from the Clerk to cover financial administration of staff management incorporating the following motions (Clerk, A):

10.2.1. **To note** pay rise for the 3 junior members of staff with effect from 1st April and the Clerk's Pension contributions

10.2.2. **To resolve** to approve payments of Clerk's Pay rise along the lines of the national pay award.

10.2.3. **To resolve** to instruct the Clerk to pay the Handyman for the additional hours he has undertaken to water hanging baskets during the summer months, and to instruct the Finance Committee to ensure that this is within the allocated budget.

Signed: - 

Parish Clerk

Date issued: 17th September 2020