

Minute ref	Action	Person(s)	Deadline	Status	Updated Target
Finance Committee, Tuesday 22/9/2020					
4.1	Complete and circulate draft minutes of the Finance Committee 18 th August 2020	RM	28/09/2020	Done	
6.1.3	the Council will make a grant to the Batheaston New Village Hall Trust, following Council decision at its September meeting. Committee approved the conditions.	PV	06/10/2020 (for October FinCo)	Done	
6.2.4	to progress the "Heads of Terms". with Grow Batheaston	PV	06/10/2020 (for October FinCo)	Halted; next step is to register ownership.	13/11/2020
6.3.5	to create time plan for the development of the Elmhurst Playground to ensure the funding is not lost	AL	06/10/2020 (for October FinCo)	Overdue	
6.5.3	get the land owned by the Parish Council registered.	CG	10/11/2020 (for November FinCo)	Awaiting start	
7.1.2	Audit Action Plan – the items in the plan to be added (Not noted in meeting, but implicit)	RM		See separate report	
7.1.2	Audit Action Plan - further updates on progress.	RM	06/10/2020 (for October FinCo)		
7.1.3	to contract a further half-day's consultancy from the Internal Auditor	RM	28/09/2020	Done	
7.3	The Committee resolved to instruct the Clerk to set up a standing order to pay staff salaries, and that he provide appropriate measures for it to exercise oversight of the operation of this within Financial Regulations.	RM	for October FinCo	Pending approval at FinCo 20Oct20	20/10/2020
7.4.3	Batheaston Youth Club - confirm re-opening with representatives of the Youth Club	RM	28/09/2020	Done	
7.4.4	Cllr Gregory announced that there will be a full review of the budget at the October Committee meeting to the half year (end of September).	RM/CG	06/10/2020 (for October FinCo)	Done	
8.2.1	add Cllrs Day and Lea to the bank approvals.	RM	02/10/2020	Overdue	
8.2.2	Gain access to the UNITY system	AP	02/10/2020	?	?
8.3.1	Review draft Reserves Policy Proposal and feed back to AL.	PD, CG, A	02/10/2020	Done	
8.3.1	Reserves Policy Proposal update for approval (Not noted in meeting, but implicit)	AL	06/10/2020 (for October FinCo)	Overdue	
9.1.3	He undertook to provide a report on the implementation of the new business system soon after the meeting	RM	28/09/2020	Done	
10.1.1	Present any proposals re staff matters for approval at the October meeting of the Committee.	RM	06/10/2020 (for October FinCo)	Done	
10.2.3	circulate a proposal of the changes to the Clerk's contract	RM	30/09/2020 (aiming for October FinCo)	Overdue	RM, to do by 3/11
10.2.4	pay the Handyman for the additional hours to water hanging baskets	RM	28/09/2020	Done	