

There will be a meeting of the Finance Committee on **Monday 19<sup>th</sup> October 2020** at **7.00pm** to which Councillors are summoned to attend by video conferencing via Microsoft Teams.

These meetings are to be made accessible to the Public by way of phone or online – please see below for guidance on how to join this meeting.



Karyn Reid - Executive Clerk  
14<sup>th</sup> October 2020

#### **20/21FC 1. ELECTION OF FINANCE COMMITTEE CHAIRMAN FOR 2020/21**

To consider nominations and elect Chairman

#### **20/21FC 2. OPEN FORUM**

Members of the public can bring matters to the attention of the Parish Council. Each speaker will be limited to two minutes

#### **20/21FC 3. APOLOGIES FOR ABSENCE**

To receive and record apologies for absence from Parish Councillors

#### **20/21FC 4. DISPENSATIONS & DECLARATIONS OF INTEREST**

To consider the granting of a dispensation to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect and declarations made by members of any personal, prejudicial or non-prejudicial interests of any agenda item.

#### **20/21FC 5. APPROVAL OF MINUTES & ACTIONS LOG**

- i) Approve the minutes of the meeting 4<sup>th</sup> September 2020
- ii) To briefly review actions from last meeting (attached)

#### **20/21FC 6. BUDGET REVIEW**

- i) To review Qtr 2 spend v's budget
- ii) To review and agree journals for budget 20/21
- iii) To receive any recommendation for additional funds for Council projects, if applicable
- iv) Agree 2021/22 Budget review process

#### **20/21FC 7. FINANCE APPROVAL**

- i) Review circulated quotations and approve next step and/or spend;
  - Update water heating system for Appleton Hall & Parish Office
  - Purchase and installation of secure secondary Parish Office door
  - Purchase and installation of fire exit for Parish Office
- ii) To approve list of payments (attached)

#### **20/21FC 8. FINANCE MATTERS & POLICY REVIEW**

- i) Discuss and agree process for supporting local businesses
- ii) Review following policies assigned to Finance Committee (circulated);
  - Grants Policy
  - Procurement Policy
  - Cash Handling
  - Expenses

#### **20/21FC 9. CHAIRMAN'S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS**

An opportunity to briefly bring matters to the attention of the meeting but upon which no substantive decision may be made

#### **20/21FC 10. CORRESPONDENCE & DATE OF NEXT MEETING**

To consider Committee correspondence received

**To access this meeting online, please use the following link and conference code;**

<https://teams.microsoft.com/join/19%3a4ef48d2932204b2c8b0520bca9c60879%40thread.tacv2/1593031494955?context=%7b%22id%22%3a%22796f6541-a299-402a-9ce7-a26b956bc815%22%2c%22oid%22%3a%22299241e7-0f1b-4963-961b-0e53602f8fd1%22%7d>

**ID - 160 310 325#**

**To access this meeting via telephone, please dial this number 5 minutes before the meeting starts and enter the conference code;**

**T - 020 3855 5316      ID - 160 310 325#**