29th April 2021

You are summoned to attend a meeting of the **Finance Committee of Stantonbury Parish Council**, **by video link via Zoom**, as per The Local Authorities and Police and Crime Panel Meetings (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020, **on Friday 7th May 2021** at **10.30 am** when the business set out in the following agenda will be transacted.

**Please note the meeting will be recorded. During the meeting, please make sure no food is consumed, meeting-appropriate dress is worn, and the Chairman reserves the right to stop the participation of anyone whose behaviour, in his opinion, will be perceived as bringing the Council into disrepute or disrupting the proceedings.**

*L Morgan*

**Temporary Clerk**

**Stantonbury Parish Council**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85067336162?pwd=N0YwcDkzTDc4bC9JYS9kVFQ1bFh2UT09>

**Meeting ID:** 850 6733 6162

**Passcode:** 917050

**Members of the public who wish to attend the meeting may contact the office for the relevant backing paperwork.**

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| **Committee Members:** |  |
| Cllr Linda Morgan-Vice-Chairman of the full Council | Cllr Ann Ronaldson |
| Cllr Graham Davison-Chairman of the full Council | Cllr Carol Northwood |
|  | Cllr Peter Kirkham |

**AGENDA**

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|  | **Chairman’s Welcome and Introduction to meeting**. |
| 12/20 | **Present:** |
| 13/20 | **Apologies for Absence:** |
| 14/20 | **Public Forum for members of the public to speak:** |
| 15/20 | **Declarations of Interest:** |
| 16/20 | **Reports:** Annual Schedule – See backing papers Budget Variance – See backing papersIncome and Expenditure for previous 3 years - See backing papers |
| 17/20 | **Minutes:**To approve and sign the Minutes of the Finance Committee meeting held on **11th March 2021.** |
| 18/20a)b) | **Internal Purchase Requisition Procedure 2021 V2.2:**To review and discuss – See backing papersRFO to provide schedule for training dates for councillors in May / June. – Deferred to next meeting. |
| 19/20 a)b)c) | **Review Bank Mandate Log April 2021:**Ensure Bank Signatures on all accounts are up to date and in order.Discuss policy and procedure for bank cards with RFODiscuss and review online bank payment process with RFO |
| 20/20 | **Grant Policy:** To discuss and consider the re-instalment of Grant Policy V8 and any changes to said policy – See backing papers. |
| 21/20 | **Donation Policy:** To discuss and consider new Donation Policy V1 and any changes to said policy – See backing papers |
| 22/20a) b) c) d)e) | **Requirements for Finance Committee from other Committees / RFO to enable Finance Committee to fulfil their role:*** Chairman for each committee to provide budget by mid-October each year and further assist the committee and RFO in November and December each year
* RFO to provide list of contracts and the renewal dates to each Committee Chairman to enable the committees to start reviewing the contracts 3 month before expiry date - See backing papers.
* Discussion on the setting of reserves to be set up with RFO and each committee Chairman via the Finance Committee.
* Provide committee with helpful legislation – Good councillors guide on Finance/Transparency/Local Government Transparency Act – get copies and send to Finance committee. – See backing papers
* The Committee to advise the Chairman on any training they might need in connection to the above.
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| 23/20 | **Reserves Policy 2021-2020**To review and adopt - Allocation of Reserves 2021/2022– See backing papers  |
|  24/20 | **Next Finance Committee Meeting**Discuss and agree the next meeting dates. Suggested next dates are based following each quarter end, plus additional meeting for budget / precept review as required.Therefore quarterly meetings would be mid/end of:JulyOctoberJanuaryApril |
| 25/20 | 1. **Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1060 section (2).**
2. **Vote to allow the RFO to remain in the confidential Part 2 of the meeting.**
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|  | **Confidential - Part 2**Consideration of matters related to the following items:* **Discussion re-external company to be involved in payroll.**
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