STANTONBURY PARISH COUNCIL

26th July 2021

You are summoned to attend a meeting of the **Finance Committee**, 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 30th July 2021** at **10:30am** at **The Parish Office**, **126 Kingsfold**, **Bradville, MK13 7DX** when the business set out in the following agenda will be transacted.

L Morgan

Temporary Clerk
Stantonbury Parish Council

Legislation changes now mean Council meetings are to be held physically. Covid restrictions, such as social distancing and wearing masks unless exempt, need to be adhered to. Due to space limitations, Public are advised to register their physical attendance and space will be allocated on a 'first come first served basis'. Registration can be made either by emailing info@stantonburyparishcouncil.org.uk or by calling 01908 227201. Registration requests must be made by 3pm on the day of the meeting.

Please note these meetings may be recorded.

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

AGENDA

	Full Council Chairman's Welcome and Introduction to First Finance Committee meeting.
01/21	**Present:**
02/21	**Apologies for Absence:**
03/21	**Public Forum for members of the public to speak:**
04/21	**Declarations of Interest:**
05/21	**Elect a Chairman of the Finance Committee by show of hands.**
06/21	**Terms of Reference** To discuss and agree actions required of the terms of reference. – **See backing papers**

07/21	**Minutes:** To approve and sign the Minutes of the Finance Committee meeting held on **7th May 2021 – See backing papers**
08/21	**Reports:** Annual Schedule – **See backing papers**
09/21	**Audit:** To consider the need for any changes in policies or procedures because of recommendations made by the internal or external auditors.
10/21	**Items from previous minutes – require update:** • RFO to provide schedule for training dates for councillors – CN and SK requested. • Ensure Bank Signatures on all accounts are up to date and in order – RFO to confirm these details is now in safe. • Discuss and review online bank payment process with RFO – it was agreed CN and AR would receive training first.
11/21	**Contracts: To discuss and review and recommend to Main Council** • Review our service from our Internal auditor • Discuss and review our electricity supplier contract • Discuss and review our gas supplier contract • Discuss and review office staff mobile phones contracts – expires 30.09.21 • Discuss and review our water supplier • Discuss and review our accountancy Software - Council to note price increase for our Standard Subscription effective from 23rd September 2021, from £24 to £26 per month (VAT and payroll not included in this cost).
12/21	**Financial Regulations V6** Financial Committee to agree to Financial Regulations V6 as agreed at Main Meeting by full Council on 08/07/2021.- **See backing papers**
13/21	**Budgets** RFO to advise if she has received budgets from other committees
14/21	**Unity Bank** Council to note email and FAQ from Unity Bank regarding Financial Services Compensation Scheme and reply sent by RFO **– See backing papers x2 attached**.
15/21	**Next Finance Committee Meeting** Discuss and agree the next meeting date. Suggested next date **Friday 29th October 2021.**

16/21	**a) 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).** **b) Vote to allow the RFO to remain in the confidential Part 2 of the meeting.**
	Confidential - Part 2 Consideration of matters related to the following items: • Council to receive a verbal update from RFO regarding MFA (Multi Factor Authentication) on Xero. • Review and discuss the Bank Summary to prepare a recommendation to full council of maximum balance limits for each account, acknowledging and accepting risk of any balance above £85,000 (FSCS). Consideration to be given regarding administration, changing bank signatories, access, and interest rates. RFO to provide overview for discussion. • Discuss whether to recommend to Full Council to open Metro Community Account (Metro Bank require this decision to be minute, note that the account does not have dual online authority, single only).