

7<sup>th</sup> July 2023

You are summoned to attend a meeting of the **Finance Committee, on Wednesday 12<sup>th</sup> July 2023 at 10:30am** at **Stantonbury Parish Office, 126 Kingsfold, Bradville, MK13 7DX** when the business set out in the following agenda will be transacted.

*D Moore*

**Clerk**  
**Stantonbury Parish Council**

Join Zoom Meeting

<https://us02web.zoom.us/j/86442890401?pwd=WThlSHhUT0pZQzVZVFc5d1V0SW9odz09>

Meeting ID: 864 4289 0401

Passcode: 874759

**Please note these meetings may be recorded.**

<b>Committee Members:</b>	
Cllr Carol Northwood	Cllr Ann Ronaldson
Cllr Peter Kirkham	Cllr Judy Kite
Cllr Kevin Smith	

### AGENDA

01/23	<b>Welcome and Introduction to Finance Committee meeting.</b>
02/23	<b>Present:</b>
03/23	<b>Elect a Chair for the Finance Committee:</b>
04/23	<b>Apologies for Absence:</b>
05/23	<b>Declarations of Interest:</b> Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.
06/23	<b>Public Forum for members of the public to speak:</b> <i>Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g)</i>
07/23	<b>Chairs Remarks:</b>
08/23	<b>Risk Management:</b> - Event Booking System
09/23	<b>Terms of Reference:</b> Committee to discuss and adopt Terms of Reference. <b>See backing paper.</b>

10/23	<b>A guide to the Local Council Award Scheme:</b> Committee to discuss applying for the Quality Mark. - <b>See backing paper.</b>
11/23	<b>Councillor Allowance Expenses: - See backing papers x5.</b> Committee to review the policy and the internal control process and discuss how they wish to proceed.
12/23	<b>4 year plan / 3 year forecast:</b>  Presentation by Clerk / RFO
13/23	<b>Internal Audit report – See backing papers x3.</b> Committee to review report and discuss how would they like to proceed.  <ul style="list-style-type: none"> <li>• Investment policy.</li> <li>• Business Interruption for the Community Hub.</li> <li>• Staff Appraisals.</li> </ul>
14/23	<b>Upcoming change from our investment company CCLA.</b> With effect from 17 July 2023, CCLA will appoint FNZ TA Services Limited (FNZ) as its transfer agent. As transfer agent, FNZ will process all transactions in the funds, record changes to our records and distribute interest/dividends. Our dedicated Client Services team will remain the main point of contact for day-to-day enquiries. <a href="https://www.ccla.co.uk/transfer-agency-and-fund-changes">https://www.ccla.co.uk/transfer-agency-and-fund-changes</a>
15/23	<b>Bank Mandate – See backing paper.</b> <ul style="list-style-type: none"> <li>• To make a recommendation for a replacement for Cllr Seabourne on CCLA Account</li> <li>• To discuss signatories for online accounts</li> </ul>
16/23	<b>Direct Debits:</b> Committee to review Direct Debits. - <b>See backing paper.</b>
17/23	<b>Fees and Charge:</b> Committee to review. - <b>See backing paper.</b>
18/23	<b>Budget:</b> Committee to review YTD Draft budget variance report. - <b>See backing paper.</b>
19/23	<b>Internal Scrutineer:</b> To appoint internal scrutineer.
20/23	<b>Internal Auditor:</b> Appoint an interim Internal Auditor.
20/23	<b>Pension Deficit:</b> Update from Responsible Financial Officer. - <b>See backing paper x3.</b>