



# THAXTED PARISH COUNCIL

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All Committee Members are summoned to attend the Finance & Establishment Committee Meeting of THAXTED PARISH COUNCIL to be held in The Guildhall on THURSDAY 20<sup>th</sup> July 2023 following on from the Planning meeting for the transaction of business as set out below

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THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

## AGENDA

### Meetings and the public

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

### General Data Protection Regulations (GDPR) 2018:

For details of the Parish Council's Privacy Notice, please visit our website:

<https://www.thaxted.co.uk/index.php/council/parish-council/policies/data-protection-policy/viewdocument/156>

*Dena Oxley*

Clerk & RFO 14<sup>th</sup> July 2023

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## AGENDA

1	<b>APOLOGIES FOR ABSENCE</b>
2	<b>DECLARATIONS OF INTEREST</b>
3	<b>PUBLIC REPRESENTATIONS</b>
4	<b>VERIFICATION OF MINUTES</b> To APPROVE and sign as a correct record of proceedings the minutes of the meeting of 6 <sup>th</sup> December 2022.
5	<b>Committee Terms of Reference</b> To APPROVE the Draft terms of reference for the Finance & Establishment Committee.
6	<b>GRANTS</b> a. To Note requested Grant Payment for the PCC for £2,000 in respect of Churchyard Maintenance has been requested and paid. b. To Note the grant payment of £300 to the URC has been requested and shall be paid before the next quarter.
7	<b>FINANCES</b> a) To note the Annual Full accounts to date Q1 (Monthly Budget Report) b) To note the current EMR balance sheet c) To view the current council (Summary Report) d) To view the councils costs (Detailed cost centre report) e) To report on current S106 Balances and time sensitive spends

8	<p><b>ASSET REGISTER</b></p> <p>To NOTE the asset register</p>
9	<p><b>FINANCIAL REGULATION &amp; AUDIT</b></p> <p>a. To re-adopt the latest Financial Regulations</p> <p>b. To consider ALL action points and suggestions from the latest Internal Audit report</p>
10	<p><b>INSURANCE</b></p> <p>a. To Note the insurance of its property and liabilities, specifically the costs associated with our insurance policy.</p> <p>b. To Consider the quote received in respect to the 'Add On' to our existing Policy relating to Cyber Security.</p>
11	<p><b>POLICY REVIEWS.</b></p> <p>a. To consider a revised Investment Policy.</p> <p>b. To consider the Parish Councils FULL policy schedule and cyclical refreshment of all.</p>
12	<p><b>FINANCIAL RISK MANAGEMENT</b></p> <p>To REVIEW &amp; APPROVE that the Councils financial risk management strategies remain in line with proper practise.</p>
13	<p><b>CHAIRMAN'S ALLOWANCE</b></p> <p>To APPROVE the payment of the Chairman's allowance.</p>
14	<p><b>Date and Time of next meeting</b></p> <p>The Next meeting of the F&amp;E Committee shall be October 19<sup>th</sup> following on from the Planning meeting (if needed)</p>