

# Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

## Clerk to the Parish Council

Mrs S Endersby

## Admin Assistant

Mrs E Cross

The Bounty  
Godstone Green  
Godstone, Surrey  
RH9 8DY

Telephone/Fax: 01883 744209

13 November 2019

## AGENDA

Members of the Finance Committee are summoned to a meeting of the Finance Committee of Godstone Parish Council on **Monday 25 November 2019** at 10am at The Bounty.

S Endersby - Clerk to Godstone Parish Council

1. **Apologies for absence**
2. **Election of Chairman**
3. **Declaration of Interest**
4. **Minutes** of the meeting held on 23 May 2019
5. **Parish Council Procedures Audit –**
  - 5.1 **Asset Register** - To review asset register and agree any changes.
  - 5.2 **Insurance Cover** – To note cover and Ratify
  - 5.3 **Risk Assessment** – Annual Review
  - 5.4 **Business Continuity Plan** - Annual Review
  - 5.5 **Financial Regulations** - To review regulations and agree any changes
6. **AGAR - Financial Year 2018-2019 - External Auditor** - Note report and conclusion
7. **Interim Internal Audit – Financial Year 2019-2020** - Receive report and consider recommendations of Interim Internal Audit 2019-20 and agree any changes in view of audit comments.
8. **Financial Position – General Review (year to date 2019-2020)**
  - 8.1 To review the latest receipts and payments report; agree any virement.
  - 8.2 To review Designated Funds and Restricted Funds and to note current balances
  - 8.3 Note estimated carry forward for general funds at 31 March 2020
9. **Grants**
  - 9.1 Continuous Grants and other Grants – to date.
  - 9.2 Terms and Conditions and Awarding Policy
10. **Review of fees and charges for 2020/21**
  - 10.1 Burial Grounds, Allotments, Wayleaves/Easements and Garden Plot Licenses
  - 10.2 Use of Godstone Green and Blindley Heath
11. **Annual review of staff salaries, hourly paid wages and hours and Allowances (Confidential)**
  - 11.1 Salaries and Pensions
  - 11.2 Chairman's Allowance - Review and set allowance for 2020/2021
12. **Review of Areas of responsibility within the Parish (for Budget Planning)**
13. **Budget for the year 1 April 2020 - 31 March 2021**
  - 13.1 Prepare and agree budget for 2020-2021 Financial year
  - 13.2 Consider the preparation of a 3-year budget Plan
14. **Agree Precept for the year 1 April 2020 - 31 March 2021** - to recommend to the Parish Council at the Parish Council meeting on 2 December 2019 for approval.
15. **Date of next meeting** - Confirm the date of the next meeting

**Part 2** – To consider passing a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.