

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

L Case (Mat cover)

The Bounty
Godstone Green
Godstone, Surrey
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24 November 2020

AGENDA

Members of the Finance Committee are summoned to a meeting of the Finance Committee of Godstone Parish Council on **Monday 30 November 2020 at 10am** via Zoom.

S Endersby - Clerk to Godstone Parish Council

1. **Apologies for absence**
2. **Declaration of Interest**
3. **Minutes** of the meeting held on 25 November 2019
4. **Parish Council Procedures Audit –**
 - 4.1 **Insurance Cover –** Note last year of 3-year deal
 - 4.2 **Risk Assessment –** Annual Review
 - 4.3 **Financial Regulations -** To review regulations and agree any changes
 - 4.4 **For noting, items for consideration at the next Finance Committee, post lockdown:**
 - 4.7.1 Asset Register - Review and agree any changes
 - 4.7.2 Business Continuity Plan - Annual Review
 - 4.7.3 Business Plan - Preparation
- 5 **AGAR - Financial Year 2019-2020 - External Auditor -** Note report and conclusion
- 6 **Interim Internal Audit – Financial Year 2020-2021 –** Note receipt of report and consider recommendations of Interim Internal Audit 2020-2021 and agree any changes in view of audit comments.
- 7 **Financial Position – General Review (year to date 2020-2021)**
 - 7.7 To review the latest receipts and payments report; agree any virement.
 - 7.8 To review Designated Funds and Restricted Funds and to note current balances
 - 7.9 Note estimated carry forward for general funds at 31 March 2021
- 8 **Grants**
 - 9.1 Continuous Grants and other Grants – to date.
 - 9.2 Terms and Conditions
- 9 **Review of fees and charges for 2021/22**
 - 9.7 Burial Grounds, Allotments, Wayleaves/Easements and Garden Plot Licenses
 - 9.8 Use of Godstone Green and Blindley Heath
- 10 **Annual review of staff salaries, hourly paid wages and hours and Allowances (Confidential)**
 - 10.7 Salaries and Pensions
 - 10.8 Chairman's Allowance - Review and set allowance for 2021/2022
- 11 **Review of Areas of responsibility within the Parish (for Budget Planning)**
- 12 **Budget for the year 1 April 2020 - 31 March 2021**
 - 12.7 Clerks Report of finance information provided to support budget planning
 - 12.8 Prepare and agree budget for 2021-2022 Financial year
 - 12.9 Consider the preparation of a 3-year budget Plan
- 13 **Agree Precept for the year 1 April 2021 - 31 March 2022 -** to recommend to the Parish Council at the Parish Council meeting on 7 December 2020 for approval.
- 14 **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.