

Finance & General Purposes Committee Meeting 27th February 2020



AGENDA

To all members of the Finance & General Purposes Committee of Speen Parish Council
You are duly summoned to attend the Finance & General Purposes Committee of Speen Parish Council on Thursday 27th February 2020 at Speen Pavilion, Speen Recreation Ground starting at 7.00pm. This meeting will be open to the press and public and will consider the items set out below.

Jean Lindsell, Clerk (22nd February 2020 dated)

Open session

Parishioners are invited to attend and question the Parish Council on issues in this agenda, or raise issues for future consideration at the discretion of the Chairman. Fifteen minutes have been set aside for press and public questions at the start of the meeting. The council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting. After this Open Session, members of the press and public may not take part in the Parish Council meeting itself unless invited to do so by the Chair in accordance with Standing Orders.

1. **Apologies:** To receive apologies and to approve reasons for absence
2. **Declarations of interest:** To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda
3. **Minutes** – to consider approve and sign the Minutes of the F&GP Committee Meeting held on 20-01-19 (draft)
4. **Appointment of Internal Auditor**
Proposal: To appoint David Weller as Internal Auditor for 2019/20
5. **2019/20 Budget Virement** – to consider transfer of budget funds from Election Costs category to General & Environmental Maintenance category
6. **Budget Forecast to Year End 2019/20**
Proposal: To agree level of reserves to be transferred to budget to cover overspend in FY2019/20 and recommend approval by Full Council
7. **Allocation of Reserves**
Proposal: To agree allocation of projects and level of funds to CIL Monies and Earmarked Reserves
8. **Speen Pavilion**
 - To agree timescales for repairs/maintenance items
 - To agree timescales for obtaining quotations for improvements
9. **SPC Policies** – update from Clerk
10. **Risk Assessments** – to agree review and updating of SPC Risk Assessments for presentation to Full Council at AGM
11. **SPC Financial Regulations** – update from Clerk
12. **Committee Budget Allocation** – to consider allocation of budgets to Committee's for presentation to Full Council at AGM
13. **Tennis Club Lease** – update from Clerk
14. **Transfer of SPC Reserves to Savings Account** – update from Clerk
15. **Fixed Assets Register**
Proposal: To agree Fixed Assets Register for 2020/21 and recommend approval by Full Council

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16. **Speen Pavilion Smart Meter** – update from Clerk
17. **Speen Pavilion Hire** – update from Clerk
18. **S137 Grant Application**
Proposal: To consider s137 Grant Application and recommend approval by Full Council
19. **F&GP Committee Terms of Reference** – to consider amendments to F&GP ToR update from Clerk
20. **Health & Safety** – items not covered elsewhere on this Agenda
21. **Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk)**
22. **Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)**
23. **Date of Next Meeting: TBC**
24. **Exclusion of the Press and Public**
25. **PART II**
26. **Speen Recreation Ground**
 - 26.1 **Proposal:** To agree amendments to 2020/21 contract for use of Speen Recreation Ground and recommend approval by Full Council