

# Finance Committee Meeting 10<sup>th</sup> February 2022



## AGENDA

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To all members of the Finance Committee of Speen Parish Council

You are duly summoned to attend the Finance Committee meeting of Speen Parish Council to be held online via Zoom on Thursday 10<sup>th</sup> February 2022 starting at 7pm.

<https://us06web.zoom.us/j/82965081053?pwd=MmV5UEdUbIBZZEFLZE1PRkIGTXQ0UT09>

Meeting ID: 829 6508 1053

Passcode: 270325

This meeting will be open to the press and public and will consider the items set out below.

Jean Lindsell, Clerk (*4<sup>th</sup> February 2022 dated*)

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### 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. 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.

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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. **Open Session** – to receive any questions from Members of the Public in attendance
4. **Minutes** – to approve the Minutes of the Finance Committee meeting held on 08-12-21 (draft)
5. **Policies and Procedures**
- 5.1 **Proposal:** To review the following policies and procedures and recommend to Full Council for approval:
  - Standing Orders
  - Financial Regulations
  - Code of Conduct
  - Freedom of Information
  - Publication Scheme
  - Complaints
- 5.2 Online Banking and Internal Controls Policy – update from Clerk
6. **Risk Assessments** – to agree review and update to Risk Assessments as necessary to present to Full Council at Annual Council Meeting in May
7. **S137 Grant Application**  
**Proposal:** To consider S137 Grant Application and recommend to Full Council for approval
8. **WBC Libraries** – to consider request for contribution to WBC Libraries and agree proposal to Full Council
9. **Grass and Hedge Cutting Contract Specification of Works**  
**Proposal:** To approve revised Specification of Works to be sent out to tender
10. **Improvement Plan Working Party Defibrillators Project** – to discuss and agree way forward regarding quotations in order to progress with project
11. **Correspondence:** To receive and consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk)

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12. **Matters for consideration and information arising after the preparation of this Agenda which the Chair agrees to take as urgent (all Councillors)**
13. **Date of Next Meeting: TBC**
14. **Exclusion of the Press and Public**

To Resolve: That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda Items 15 & 16 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960

### **PART II**

15. **Speen Recreation Ground**

**Proposal:** To agree renewal of Speen Recreation Ground 2022/2023 hire agreement and recommend to Full Council for approval

16. **Appointment of Internal Auditor**

**Proposal:** To select 2021/2022 Internal Auditor and recommend to Full Council for approval

**DRAFT**