

AGENDA

Meeting

To all members of the Finance & HR Committee of Speen Parish Council

You are duly summoned to attend the Finance & HR Committee meeting of Speen Parish Council on Wednesday 13th March 2024 at Speen Pavilion Speen Recreation Ground starting at 7pm.

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

Becki Hannington, Clerk (6th March 2024 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. 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
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 21-12-23 (draft)
5. To discuss any matters arising from the previous meeting
6. **Financial Report**
 - 6.1 Bank Balance as at 31-01-24.
 - 6.2 To retrospectively note payments for December 2023, January 2024 and February 2024.
 - 6.3 To review Finance Reports to 31-12-23
 - 6.4 To review Finance Reports to 31-01-24
 - 6.5 To review Finance Reports to 29-02-24
7. **Speen Recreation Ground** – to review quotation for hedge cutting to the beach at Speen Recreation ground to reinstate the path and slope at the entrance to the recreation ground and decide upon going ahead with the works at the associated cost of £280 + VAT.
8. **AFC Newbury Contract Renewal, Speen Recreation Ground**
Proposal: To agree the renewed contract for AFC Newbury's use of Speen Recreation Ground and Speen Pavilion for the 2024/25 season and recommend to Full Council for approval.
9. **Streetlighting Contract Renewal**
Proposal: To agree the renewed contract for Streetlighting with current provider, Volker Highways for 2024/25 and recommend to Full Council for approval.
10. **Audit**
 - 10.1 To review the findings of the interim internal audit and agree any actions.
 - 10.2 **Internal Auditor**
Proposal: To appoint April Skies as the continued internal auditor for 2024/25.
11. **Finance and HR Committee Terms of Reference**
Proposal: To agree draft ToR and recommend to Full Council for approval (subject to any amendments agreed by the committee).

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12. **Risk Management Assessment**
Proposal: To approve latest Risk Management Assessment.
13. **Fixed Assets Register**
Proposal: To review and approve fixed assets register.
14. **Risk Assessments**
Proposal: To approve latest Risk Assessments.
15. **Matters for information only arising after the preparation of this Agenda which the Chair agrees to take as urgent.**
16. **Date of Next Meeting: TBA**

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