

## AGENDA

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### Meeting

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

You are duly summoned to attend the Finance Committee meeting of Speen Parish Council on Wednesday 7<sup>th</sup> August 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 (23<sup>rd</sup> July 2024 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. **Election of Chair** – to elect the Chair of the Finance and HR Committee for 2024/25
2. **Election of Vice Chair** – to elect the Vice Chair of the Finance and HR Committee for 2024/25
3. **Apologies:** To receive apologies
4. **Declarations of interest:** To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda
5. **Open Session** – to receive any questions from Members of the Public in attendance
6. **Minutes** – to approve the Minutes of the Finance Committee meeting held on 13-03-24 (draft)
7. To discuss any matters arising from the previous meeting
8. **Financial Report**
  - 8.1 Bank Balance as at 30-06-24
  - 8.2 To retrospectively note payments for March April, May and June 2024
  - 8.3 To review Finance Reports to 31-03-2024
  - 8.4 To review Finance Reports to 30-04-2024
  - 8.5 To review Finance Reports to 31-05-2024
  - 8.6 To review Finance Reports to 30-06-2024
  - 8.7 To review Budget v Actual Report (Q1 - 2024)
9. **Internal Financial Controller** – to appoint the Internal Financial Controller for 2024/25
10. **Policies and Procedures**
  - 10.1 **Equal Opportunities Policy** – To agree amendments to the Equal Opportunities Policy and recommend to Full Council for approval.
  - 10.2 **Grant Aid Awarding Policy** - To agree amendments to the Grant Aid Awarding Policy and recommend to Full Council for approval.
  - 10.3 **Health and Safety Policy** - To agree amendments to the Health and Safety Policy and recommend to Full Council for approval.
  - 10.4 **Internal Audit Policy** - To agree amendments to the Internal Audit Policy and recommend to Full Council for approval.
  - 10.5 **Investment Strategy** - To agree amendments to the Investment Strategy and recommend to Full Council for approval.

## **AGENDA**

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### **Meeting**

- 10.6 **Reserves Policy** - To agree amendments to the Reserves Policy and recommend to Full Council for approval.
- 10.7 **Safeguarding Policy** - To agree amendments to the Safeguarding Policy and recommend to Full Council for approval.
- 11. **Speen & Stockcross Play Areas** – To review quotes for repairs to play areas in Speen and Stockcross picked up on the last RoSPA Inspection.
- 12. **Speen Pavilion Hire** – To review current hire costs and payment T&C's for the hire of Speen Pavilion and agree any amendments to current rates and payment conditions and recommend to Full Council for approval.
- 13. **Committee Meeting Dates** – to agree future meeting dates
- 14. **Matters for information only arising after the preparation of this Agenda which the Chair agrees to take as urgent**
- 15. **Date of Next Meeting: TBC**

**DRAFT**