

BUCKHURST HILL PARISH COUNCIL

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3 November 2017

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **8.00pm** on **Thursday 9 November 2017** at **Buckhurst Hill Library**, 165 Queens Road, Buckhurst Hill and you are hereby summoned to attend. Members of the public and press are invited to be present and the following business will be transacted.

K O'Brien

Mr K O'Brien
Clerk to the Council

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies for absence.
2. **DECLARATIONS OF INTEREST**
To receive declarations of interest from Members in any item on the agenda, in accordance with the Members' Code of Conduct.
The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room while that item is being considered.
3. **MINUTES**
To approve the minutes of the meeting held on 13 July, circulated, and to authorise their signing by the Chairman.
4. **PUBLIC PARTICIPATION**
To hear representations from members of the public
The maximum time allowed for this item is 15 minutes (approximately 3 minutes per speaker); at the close of this item members of the public will no longer be permitted to address the Council.
5. **CHAIRMAN'S AND CLERK'S COMMUNICATIONS**
To receive communications from the Chairman of the Committee or Clerk to the Council. Please note that no decisions can be made under this item, as that business must be specified on the agenda
6. **FINANCE**
 - 1 To receive and consider a report of the Council's financial position as at 30 September, circulated
 - 2 To note the Bank Reconciliations and Trial Balance at 30 September, circulated
 - 3 To note payments and receipts for 1 June to 30 September, circulated
 - 4 To note estimated income for the Halls for the third quarter, October to December, circulated
 - 5 To note that the End of Year Return and M99 Reconciliation for the Essex

Pension Fund have been completed with no errors

7. RISK REGISTER

1 Committee's Risk Register

To review the risk register for this committee, circulated within the Council's Risk Register see item 7.2

2 Council's Risk Register

To review the Council's Risk Register for recommendation to Full Council, circulated

8. BUDGET AND PRECEPT 2018-2019

1 Budget

To consider the 2018/2019 budget, draft circulated, for recommendation to Full Council

2 Precept

To recommend the level of Precept for 2018/2019 to Full Council

9. CHEQUE SIGNATORIES

To note that the NatWest Bank mandate has now been updated by the bank

10. FINANCIAL REGULATIONS

To note that updated Financial Regulations will go before the next Full Council

11. ANNUAL RETURN

To note that the External Audit of the Annual Return had been completed with no comments or recommendations and reported to Full Council

12. INTERIM AUDIT

To note that the Interim Audit took place on 6 November and will be reported to Full Council

Members of the Finance & Establishment Committee:

Councillors: Mr B Nagpal (Chairman), Mr S Clark (Vice Chairman),
Mr S Neville, Mrs S Patel, Miss G Reynolds, Mrs J Share-Bernia