

BUCKHURST HILL PARISH COUNCIL

MR KEVIN O'BRIEN
CLERK TO THE COUNCIL
165 QUEENS ROAD
BUCKHURST HILL
ESSEX
IG9 5AZ

TEL: 020 8498 9933
EMAIL: office@buckhursthillpc.gov.uk

9 November 2018

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **8.00pm** on **Thursday 15 November 2018** 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 6 September, 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 31 October, circulated.
 - 2 To note the Bank Reconciliations and Trial Balance at 31 October, circulated.
 - 3 To note payments and receipts for 1 August to 31 October, circulated.
 - 4 To note estimated income for the Halls for the third quarter, October to December, circulated.
7. **RISK REGISTER**

To note that the Council's Risk Register will be presented for approval at the next Full Council Meeting.

8. REVIEW OF CHARGES

1 Community Halls Hire Charges

To review current charges for the hire of community halls, circulated, including the contingency deposit to hirers.

2 Parish Magazine Rate Card

To review charges for advertisements in the Parish Magazine, current rate card circulated.

9. BUDGET AND PRECEPT 2019-2020

1 Budget

To consider the 2019/2020 budget, draft circulated, for recommendation to Full Council

2 Precept

To recommend the level of Precept for 2019/2020 to Full Council

10. ANNUAL RETURN

To note that the External Audit of the Annual Return had been completed with only one advisory comment made, namely that the Council's Risk Register is approved by Full Council earlier in the year.

11. INTERIM AUDIT

To note that the Interim Audit scheduled for 18 October was postponed at the request of the auditors. It will now take place on 27 November and will be reported to a future meeting of 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