

St. Gluvias Parish Council

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To members of the Council

You are hereby summoned to attend an online meeting of St Gluvias Parish Council for the purpose of transacting the following business.

Agenda for the Finance Committee Meeting of St Gluvias Parish Council

To be held online on 2nd November 2020 from 5.45pm for a prompt 6pm start

Details of how to join will be published on the day of the meeting on the Council website page 'Access to Virtual Meetings' and will also be emailed to all members.

<https://www.stgluviasparishcouncil.co.uk/st-gluvias-parish-council-meetings/access-to-virtual-meetings/>

Please note that the virtual meeting room will be open from 5.45pm to allow all participants to log in and prepare for a prompt 6pm start.

Before the meeting there will be a public session to enable the people of St Gluvias to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- Film, photograph or make an audio recording of a meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk email (stgluviasparishcouncil@gmail.com) at least 24 hours before the meeting so that every effort may be made to provide access.

If you would like to access the meeting but do not have access to the internet, please telephone the clerk 07907842937

St. Gluvias Parish Council

Public Participation session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 3 minutes, Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.

AGENDA.

1. Welcome by the Finance Committee Chairman.
2. Apologies for absence.
3. Declarations of Interests.
4. Adoption of the Sickness and Absence policy and adoption of the SLCC model contract for the role of the Clerk and RFO.
5. Review of quotes and instruction of Maintenance contract.
6. Annual Budget -To prepare and submit the Council's annual budget for approval to the November Full Council (Budget) Meeting.
7. Reserves - To ensure that all reserves are managed in line with the Council's Financial Regulations. Including considerations for replenishing reserves used during COVID-19.
8. Review of the internal and external auditing, to include outcome of external audit.
9. Review of the Parish Councils and all insurance.
- 10.To review the Council Risk register
- 11.To review the Parish Council's Asset register.
- 12.To review the Council's legislative requirements relating to the Financial affairs of the Council.
13. Date of next meeting, 18th January 2021

Mary Gosling

Parish Clerk

23rd October 2020