



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Holybrook Parish Council – Finance Committee Meeting

This meeting is open to the press and public (subject to room capacity) (Public Bodies (Admission to Meetings) Act 1960)

Date of Meeting Monday 27th February 2023

Location The Keep

Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW

Time 7.30pm

Circulation All Council members and District Councillors

7.30pm Open forum for members of the public

Questions and comments from members of the public (limited to 15 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Holybrook Parish. No decision can be taken during this session¹, but the Chairman may decide to refer any matters raised for further consideration at the next full council meeting.

¹ Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119

Finance Committee Meeting Agenda

Announcement of Public Session and Evacuation Process

No.	Notes
1.	Apologies for absence (LGA 1972 s85 (1))
2.	Declarations of interest relevant to the Agenda Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

No.	Notes
3.	Approval and adoption of the Minutes of the meeting held on Monday 17 th October 2023.
4.	<p>Accounts overview from 01/04/2022 to 31/01/2023</p> <p>Information Item: Members to review and acknowledge the following:</p> <ul style="list-style-type: none"> a) Bank balances; b) Earmarked funds; c) Capital reserves. <p>Note: Bank Statements will be available for Councillor inspection at the meeting.</p>
5.	<p>Appointment of Internal Auditor and Accountant:</p> <p>Members are invited to approve the appointment of:</p> <ul style="list-style-type: none"> 1) Claire Connell as the Internal Auditor for the financial year 2023-2024. 1a) Members to approve the scope of the Internal Audit as described: <ul style="list-style-type: none"> - The internal audit will be carried out in accordance with the guidance provided in ***“Governance and Accountability for Local Council: A Practitioners’ Guide”***; - An internal audit plan will be drawn up in consultation with the Responsible Officer and with reference to the Council’s Risk Assessment; - The internal audit plan will ensure that the internal audit work covers the necessary areas so that the assurance to be given in the annual audit report can be made. 2) The Clerk to complete the year end accounts for the year 2022/23. <p>** (enclosed for information)**</p>
6.	<p>Insurance and Health and Safety</p> <ul style="list-style-type: none"> a) Members to approve: <ul style="list-style-type: none"> i. Annual Management Risk Assessment 2023/24 (enclosed) ii. Insurance Cover (enclosed) *notes enclosed. b) Members to agree the minimum item value for listing on the new digitalised assets register (current and digitalised (to date) assets registers enclosed for reference).
7.	<p>Dave Prior Honorarium</p> <p>Members are asked to consider the sum to be paid to Mr Prior for his continued work in unlocking/locking the gates at the Underwood Road playground (the amount paid last year was £420). *notes enclosed.</p>
8.	<p>Review of existing Contracts and payment methods</p> <ul style="list-style-type: none"> a) Members are asked to review and approve the enclosed list of current contracts/contract prices.
9.	<p>Sharwood Drive Footpath – Engineering Works Cost approval</p> <p>Members to approve the cost of the engineering works for the Sharnwood Drive footpath to the sum of £16,790.77.</p>

No.	Notes
10.	Hirer's Deposit policy <p style="text-align: center;"><i>Members are asked to review and approve the enclosed proposed policy.</i></p>
11.	Review of Funding Strategy Statement (FSS) - Employer Consultation <p style="text-align: center;"><i>Members to review the proposals (e-mail 1st February) and formulate a response if appropriate.</i></p>