



# Holybrook Parish Council

*Proudly serving the residents of Holybrook Parish since 2000*

## Meeting of Holybrook Parish Council's Finance Committee

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

**Date of Meeting** Monday 26<sup>th</sup> February 2024

<b>Location</b>	The Keep Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
<b>Time</b>	7.30pm
<b>Circulation</b>	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 session<sup>1</sup>, but the Chairman may decide to refer any matters raised for further consideration at the next full council meeting.

<sup>1</sup> 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
2.	Declarations of interest relevant to the Agenda
3.	Approval and adoption of the Minutes of the Committee meeting on Monday 16 <sup>th</sup> October 2023.

<b>4.</b>	<p><b>INFORMATION ITEM:</b> Review of current financial situation</p> <p>Reports enclosed for information (all as of 31<sup>st</sup> January 2024):</p> <p>Interim Financial Report from 01/04/2023 – 31/01/2024 Bank Balances/Earmarked Reserves (EMRs); EMR Breakdown as at 31/01/2024 Regular Hirer Information.</p>
<b>5.</b>	<p><b>INFORMATION ITEM:</b> Review of current projects/project updates, Clerk</p> <p>Members to heed a report from the Clerk on current projects and their status.</p>

## Decisions

<b>6.</b>	<p>Payment sheet</p> <p><b><i>Review and approve payment sheet 10-2023/24.</i></b></p>
<b>7.</b>	<p>Appointment of Internal Auditor and Accountant:</p> <p><b><i>Members are invited to approve the appointment of:</i></b></p> <p>1) Claire Connell as the Internal Auditor for the financial year 2024-2025.</p> <p>1a) Members to approve the scope of the Internal Audit as described:</p> <ul style="list-style-type: none"> <li>- The internal audit will be carried out in accordance with the guidance provided in <b>***“Governance and Accountability for Local Council: A Practitioners’ Guide”**</b>;</li> <li>- An internal audit plan will be drawn up in consultation with the Responsible Officer and with reference to the Council’s Risk Assessment;</li> <li>- 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.</li> </ul> <p>2) The Clerk to complete the year end accounts for the year 2023/24.</p> <p><b>** (enclosed for information)**</b></p>
<b>8.</b>	<p>Insurance and Health and Safety</p> <p><b><i>Members to approve:</i></b></p> <p><b>1) <i>Annual Management Risk Assessment 2024/25 (enclosed)</i></b></p> <p><b>2) <i>Insurance Cover for 2024/25 (enclosed)</i></b></p>
<b>9.</b>	<p>Honorarium</p> <p><b><i>Members are asked to consider if a sum is to be awarded to Mr Prior</i></b> for his continued work in unlocking/locking the gates at the Underwood Road playground.</p>
<b>10.</b>	<p>Review of existing Contracts and payment methods</p> <p><b><i>Members are asked to review and approve the enclosed list of current contracts/contract prices.</i></b></p>
<b>11.</b>	<p>Salt bin policy</p> <p><b><i>Members to review the enclosed draft policy for salt bins and make a recommendation for approval and adoption.</i></b></p>