



To all Members of the Finance and HR Committee

You are hereby summoned to attend a virtual meeting of the Finance and HR Committee on **Monday 25 January 2021 at 2:00pm.**

#Munro

Helen Munro

Parish Clerk

Date of Issue: 19 January 2021

Members of the Public and Press are welcome to attend

To join the Virtual Meeting please use the details below:

<https://us02web.zoom.us/j/87662265342?pwd=R0hGYkNBQlIsaWdkMWN3OEh5V0dpZz09>

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy the Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

A G E N D A

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.
3. **MINUTES.** To approve and sign minutes from the committee meeting on 23 November 2020.
4. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
5. **CLERK'S REPORT.** To receive report and update on previous actions.
6. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.
Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Parish Council.
7. **GOVERNANCE.** To review the following policies, procedures, and notices:
 - a. Publication Scheme
 - b. Investment Strategy
 - c. Press Policy
 - d. Complaints Policy
 - e. Remote Meeting Protocol
8. **RISK ASSESSMENT.** To review the Council risk assessment for recommendation to Full Council.
9. **SYSTEM OF INTERNAL CONTROL.** To consider the system of internal control and its effectiveness and make recommendations to Full Council.

10. **TERMS OF REFERENCE.** To review for recommendation to Full Council.
11. **PAVILION JOINT MANAGEMENT COMMITTEE.** To receive update and discuss for recommendation to Full Council:
 - a. Outstanding business rates bills.
 - b. TWBC grant application.
 - c. Charitable status.
12. **FINANCIAL INFORMATION.** To receive reports to 31 December 2020 for review and recommend to Full Council as appropriate:
 - a. Budget monitoring report.
 - b. Any vires required.
 - c. Reserves.
 - d. Bank reconciliation and bank statements.
13. **INVESTMENTS & BANKING.** To consider recommendation to Full Council:
 - a. To report on meeting with CCLA on 13 January 2021 and subsequent research and consider any future investments.
 - b. To consider investing in a fixed notice savings account.
14. **VIRTUAL MEETINGS.** To consider renewing the annual subscription to Zoom or another platform.
15. **STANDARD EVENT REQUEST PROCESS.** To consider process for third parties to request the use of Council land to hold their events.
16. **SEASONAL GROUNDSMAN.** To consider terms and conditions of employment and other details.
17. **RISKS.** To consider any new risks affecting the Council and actions required.
18. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
19. **NEXT MEETING DATE.** 26 April 2021 – time to be agreed.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will be excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

20. **SALARY INCREASES.** To consider pay rises for 2021/22, in line with the NALC/SLCC pay scales where appropriate, for recommendation to Full Council.
21. **HOMEWORKING ALLOWANCE.** To consider paying an allowance to office staff working from home due to the restrictions.