



**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 26 April 2021 at 2:00pm.**

#Munro

Helen Munro

Parish Clerk

Date of Issue: 20 April 2021

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**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/85073685569?pwd=WmQrMnlCLzUxVnhENU0vbVJRUnB6QT09>

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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.

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**A G E N D A**

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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 25 January 2021.
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 and procedures for recommendation to Full Council:
  - a. Standing Orders.
  - b. Financial Regulations.
  - c. Scheme of Delegation.
  - d. Metal Detecting Policy.
8. **TERMS OF REFERENCE.** To review for recommendation to Full Council.
9. **FINANCIAL INFORMATION.** To receive reports to 31 March 2021 for review and recommend to Full Council:

- a. Budget monitoring report.
  - b. Bank reconciliation and bank statements.
  - c. Reserves.
10. **INVESTMENTS & BANKING.** To consider recommendation to Full Council:
- a. To consider any future investments.
  - b. To consider any amendments to the Investment Policy required.
11. **YEAR END ACCOUNTS & AUDIT 2020/21.**
- a. To note internal audit on 21 May 2021.
  - b. To consider the Statement of Internal Control for recommendation to Full Council.
  - c. To receive Draft Annual Governance and Accountability Return (AGAR) for 2020/21.
  - d. To consider timetable for approval of the AGAR.
12. **DATA PROTECTION OFFICER.** To consider the appointment of a Data Protection Officer for 2021/22.
13. **COMPUTER HARDWARE & SOFTWARE.**
- a. To consider quote to erase information from desktop computers no longer used.
  - b. To approve renewal of Zoom subscription.
14. **RISKS.** To consider any new risks affecting the Council and actions required.
15. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
16. **NEXT MEETING DATE.** 19 July 2021 – 2:00pm.