**Westfield Parish Council** 

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**Chairman: Cllr G Fuller Parish Clerk: Ms L J Close FSLCC Established 2011**

# **All Council Meetings are open to the**

# **Public and Press**

13th January 2021

## TO: a) Members of the Finance & Personnel Committee:

**Cllrs Cooper, Fuller, Hopkins, Mansell, Moss, Williams, Wilkinson, Wallbridge**

**b) All Other Members of the Council (for information)**

Dear Councillor,

You are summoned to the Meeting of the **Finance & Personnel Committee** of Westfield Parish Council, on **Wednesday 20th January 2021** at **7pm** on Zoom details below)**.** The meeting will consider the items set out below.

Join the meeting:

<https://zoom.us/j/95182538708?pwd=eU4wRzR0VmtjUTZKODhNK0NSdjY5dz09>

Or call: 0203 481 5240

Meeting ID: 951 8253 8708

Passcode: 239034

Mrs L J Close

Parish Clerk

**Public Questions**

This section, at the Chairman’s discretion may last up to 15 minutes and is not part of the formal meeting of the Council.

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**AGENDA**

**1. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**. Committee to receive apologies for absence and, if appropriate, to resolve to approve the reasons given in accordance with the Local Government Act 1972 s85(1)

**2. DECLARATIONS OF INTEREST** **AND DISPENSATIONS**

Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council’s Code of Conduct. The Committee may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.

**3. MINUTES**

To confirm and sign as a correct record the minutes of the Finance & Personnel meeting held on 16th December 2020 **(pages 1-5)**

**4. BUDGET VARIATION UPDATE**

As per Financial Regulation 4.8, to receive and agree written explanations of the budget variations which are over 15% or £100 as at 31st December 2020. **(pages 6-17)** Also included is a specific report on the effect of the coronavirus pandemic on the budget **(page 18-19)** this report will be re-visited at the end of next quarter.

**5. MONTHLY ACCOUNTS**

To agree the monthly accounts in respect of the following for December 2020:

* Current Account **(pages 20-22)**
* Corporate Treasury Account **(pages 23-25)**
* Nationwide Savings Account **(pages 26-28)**

(the interest rate at 1st January 2021 remains at 0.40% variable)

* Debit card expenditure sheet **(page 29)**

There has been no Petty cash expenditure since the last report

**6. VERIFICATION OF BANK RECONCILIATIONS**

To receive the Councillor’s verification of the bank reconciliation. Financial Regulation 2.2 requires that at least once a quarter and at each financial year end a Councillor other than the Chair of the Council or a bank signatory, should verify the bank reconciliations. They should sign the reconciliation and the original bank statement as evidence.

**7. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION**

As per item 5.2 of the Financial Regulations, a list of payments requiring authorisation is attached and an updated copy will be brought to the meeting. Invoices will be brought to the meeting and a list of BACS payments to be made as well as cheques, where necessary; will be ready to sign at the meeting **(page 30).**

**8. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS**

As per item 5.6 of the Financial Regulations, a list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation such as salaries, PAYE and NI, superannuation and regular maintenance, is attached **(page 31)**.

**9. COMMUNITY INFRASTRUCTURE LEVY (CIL) and Section 106 FUNDS**

To note funds received and spent; the timeframe for spending and to identify projects if necessary. **(pages 32)** This is a quarterly standing item on the agenda to ensure that the Committee is updated on funds available.

**10. BUDGET AND PRECEPT 2020/21**

1. To consider and agree the final budget as approved in principle by Parish Council **(pages 33-42)**
2. To discuss and agree the precept **(pages 43-46)**
3. to consider and agree the draft PreceptLeaflet **(pages 47-50)**

All items for recommendation to Parish Council on 1st February 2021.

**11. FINANCIAL RISK MANAGEMENT 2021**

1. To consider the strategy document **(pages 51-54)**;
2. to review the Financial Risk Assessment for 2021 **(pages 55-58)**;
3. to discuss the Annual Review of Insurance Schedule **(pages 59-60)**;
4. To receive the Local Council Risk Survey summary report **(pages 61-63)**.

All items for recommendation to Parish Council on 1st February 2021.