

Whittington Parish Council

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13th November 2019

Dear Finance and Executive Committee Members (Cllrs F Davies, G Hickman and J Whitby)

You are summoned to attend a meeting of the **Finance and Executive Committee** to be held on **Tuesday 19th November 2019, 6.15pm** in The Tea Rooms at Whittington Castle, Whittington for the transaction of business as set out in the Agenda below.



Mrs A Jones
Clerk to the Council

AGENDA

16.19.FE APOLOGIES FOR ABSENCE

17.19.FE DISCLOSABLE PECUNIARY INTERESTS

[Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable interest, whether or not the interest is entered in the register of members' interest maintained by the Monitoring Officer]

- a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
- b) To consider any applications for dispensation

18.19.FE CONFIRMATION OF MINUTES

To confirm the Minutes of the Finance and Executive Committee Meeting held on 25.06.19

19.19.FE EXCLUSION OF PRESS AND PUBLIC - To resolve:

That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from this item on the agenda on the grounds that the following item to be considered involves the likely disclosure of confidential information.

STAFFING MATTERS

- a) Interim locum clerk to cover staff statutory leave – appoint and agree terms and conditions
- b) Staffing documents and arrangements – consider pay entitlement, leave entitlement, PAYE, recovery of statutory payments from HMRC, risk assessments

20.19.FE POLICIES FOR REVIEW

Review the following documentation:

- a) General Reserves Policy
- b) Training and Development Policy
- c) Financial Regulations (following NALC update to model regulations)

21.19.FE ACCOUNTS & 2020/21 BUDGET PLANNING

Consider the Budget Report up to 31.10.19 and the draft 2020/21 budget prepared by the Clerk.

22.19.FE DATE AND TIME OF NEXT MEETING

To consider the date and time of the next meeting.
