

BREAGE PARISH COUNCIL

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FINANCE AND GENERAL PURPOSES COMMITTEE PARISH COUNCIL ZOOM VIRTUAL MEETING ON THURSDAY 29 OCTOBER 2020

To: Members of the Finance & General Purposes Committee:

You are hereby summoned to attend the above meeting.

To: Members of the Public and Non-Committee Parish Councillors: You are invited to attend and speak in public participation – **please contact the Clerk with your e-mail address by 4.00 p.m. Monday 26 October 2020**

X Carol Macleod

Carol Macleod

Clerk and RFO to Breage Parish Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. PUBLIC PARTICIPATION

4. TO CONFIRM THE NOTES OF THE MEETING 26 March 2020

There was no physical meeting in line with government guidance

NOTES OF THE MEETING 26 MARCH shown below

1. TO CONFIRM THE MINUTES OF THE MEETING 31 October 2019

Confirmed by F&GP Committee.

2. FINANCE

a) To review the budget figures 2019/2020 to date and resolve to make any recommendations to full council on 7 April 2020

Budget figures agreed by F&GP Committee.

b) To elect a Councillor to check the annual accounts 2019/2020

Cllr Carver was elected.

c) To review:

i) Financial Regulations

ii) Financial Risk Management

iii) Standing Orders

iv) Cemetery Management Plan

v) Complaints Procedure and Policy

vi) Data Privacy Policy

vii) Equality and Diversity Policy

viii) Grants Policy and Procedure

ix) Health and Safety Policy

x) Model Publication Scheme for Local Councils

xi) Press and Media Policy

xii) Vexatious Complaint Policy

i) to xii) were inspected by F&GP Committee.

xiii) Assets Register – to be presented by Cllr Wyvern Batt

NB Clerk has updated asset register. Cllr Wyvern Batt to check assets once outdoor movement is possible.

To resolve to make any recommendations to full council on 7 April 2020

Full recommendations not yet received. Documents at present with internal auditor.

d) To review Scribe

Scribe is now WebScribe. Clerk very pleased with the new format.

5. FINANCE

- a) Scribe Accounts April to August have been checked by the Chairman F&GP
- b) Scribe Accounts September 2020 have been completed
- c) To review the budget figures 2020/2021 to the end of September 2020
- d) To discuss the need to increase the non-allocated reserve figure as has been advised
- e) To discuss the received grant requests and prepare recommendations for the Budget/Precept Meeting 2021/2022 on 19 NOVEMBER
- f) **To consider Budget/Precept 2021/22 figures and prepare recommendations for the Budget/Precept Meeting 2021/2022 on 19 NOVEMBER 2020**

