

# Newnham Parish Council & Burial Authority

## To all Members of the Finance & Employment Committee

15<sup>th</sup> September 2020

You are hereby summoned to a Finance & Employment committee meeting arranged for Monday 21<sup>st</sup> September 2020 at 7.00 p.m This meeting will take place by video conferencing using Zoom. Log in details are listed below.

Zoom log in details

**Meeting ID:** 823 9412 3762

**Password:** 930161

*D. J. Tingle*

**D. J. Tingle**

*Clerk to the Council*

## AGENDA

1. **To Elect a Chair**
2. **To allow Public Consultation\*\*\***
3. **To Receive apologies for Absence**
4. **To Receive Declarations of Interest**
5. **Adoption of Minutes of the Parish Council Employment & Finance meeting held on 22<sup>nd</sup> June 2020.**
6. **To Consider Matters Arising from Previous Meeting and not on Agenda**
7. **To Receive the Clerk's Report – verbal.**
8. **To Consider and Approve as follows.**
  - Quarterly Checks of payments
  - Completeness of the Income & Expense report
  - Quarterly Check that monthly financial statements presented at fully council are duly signed and balances presented match the bank statements
9. **To Consider Financial performance**
  - To review the spend v plan report (5 + 7)
10. **To consider the process for the generation of the 2021/22 budget.**
11. **To receive an update on the external audit submission.**
12. **To consider three quotations for the parish insurance 2020/2023 and make a recommendation to full council**
13. **To Confirm the next meeting date for the Employment and Finance Committee.**

As per agreed schedule 21st December 2020

### **To be consider by council in committee.**

14. To consider a recommendation to full council awarding the clerk the increment negotiated for local government administrators, as per national agreement and the Clerks contract. The payment is back dated to the 1<sup>st</sup> April (annual review date)