



Clerk: Mrs. L Rampton  
Parish Council Office,  
Winscombe Community Centre,  
11 Sandford Road, Winscombe,  
North Somerset BS25 1JA

Tel: 01934 844257

Dear Councillor,

You are summoned to attend a meeting of the Parish Council Employment, Finance and Policies Committee which will take place as detailed below:

**A Meeting of the Employment, Finance & Policies Committee, will be held on Monday 16<sup>th</sup> May 2022, at 7.30 pm via zoom**

Meeting ID: 833 3988 0356

Passcode: 911845

10<sup>th</sup> May 2022

*Lynne Rampton* Clerk to the Parish Council

**Agenda**

1. **Apologies for absence**
2. **Declarations of interest by Councillors, & Clerk to consider dispensation requests from those members to allow them to participate in a discussion or vote on an item in which he/she may have a disclosable pecuniary or non-pecuniary interest**
3. **Public Participation**
4. **Minute Update from the previous committee meeting held on 17<sup>th</sup> January 2022**
5. **To carry out a review of the effectiveness of the system of internal control for the Parish Council**
6. **To consider recommending approval of the Annual Return for the Financial Year ended 31<sup>st</sup> March 2022 to the full Parish Council, including:**
  - a. *To review budget summary reports for 2021/2022*
  - b. *To review and re-adopt the Investment Strategy and Policy, this being the manner in which the Parish Council has previously invested monies.*
  - c. *To consider and adopt a General Reserve Policy*
  - d. *Annual Governance and Accountability Return 2021/2022 Part 3, p3 – Annual Internal Audit Report 2020/2021 has been completed and the end of year report/financial risk assessment is presented to the meeting for recommendation to the council for acceptance.*
  - e. *Section 1 - Annual Governance Statement 2021/2022, Box 1 - 8 of the Annual Governance Statement is recommended for completion as 'yes' and with box 9 completed as N/A. To be considered by the meeting and recommended to the council for acceptance.*
  - f. *The accounting statements for the 2021/2022 financial year, prepared on a receipts and payments basis. To be considered by the meeting and recommended to the council for acceptance.*
  - g. *Section 2 – Accounting Statements for 2021/2022. The completed Accounting Statement is to be considered by the meeting and recommended to the council for acceptance.*
7. **To consider small grant applications received:**
  - a. *Great Western Air Ambulance Charity £250*
  - b. *The Brightwell (West of England MS Therapy) Centre £250*
  - c. *Parish Tree Wardens £600*
8. **To consider and readopt updated Parish Council Financial Regulations**
9. **Parish council committee meetings and office opening – in view of all covid restrictions now having been lifted, should all meetings be in person rather than on zoom, and should the council office open to members of the public on one/two mornings a week? Should the PC consider the purchase of testing kits for office staff and Cllrs attending live meetings?**

10. To update standing order 18 (financial controls and procurement) to bring this into line with the procurement position post-Brexit and the recently reissued NALC Legal Topic Note (LTN) 87
11. **Staffing matters – due to the confidential nature of the business to be transacted, members of the public and press will be excluded from the meeting at this point**
  - a. to recommend pay increases for Parish Orderlies
  - b. Pension Regulator – Auto re-enrolment – parish council to complete re-declaration of compliance before deadline date of 31<sup>st</sup> October 2022.
  - c. Council to consider employer contributions under auto enrolment for eligible jobholders.
  - d. To consider the role and responsibilities of the Finance Assistant
12. **Cllr training – free ALCA on-line online module [An Introduction to Local Councils - free to members - Avon Local Councils' Association \(avonlca.org.uk\)](https://www.avonlca.org.uk)**
13. **Matters for Information.**

*All persons attending meetings are requested to turn mobile phones, pagers, and similar calling devices to silent mode in accordance with Parish Council Standing Orders concerning disturbance caused by such apparatus during meetings. The Chairman may approve an exception to this request in special circumstances.*