



Clerk: Lynne 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 15th April 2024, at 7.30 pm.
Winscombe Community Centre, Amesbury Room**

9th April 2024

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 15th January 2024
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 and Accounts for the Financial Year ended 31st March 2024 to the full Parish Council, including:
 - a. To review budget summary reports for 2023/2024 at year end
 - b. BDO LLP has been appointed as external auditor for the Limited Assurance Regime 2023-24 – to confirm no/any conflicts of interest due to this appointment
 - c. To review and re-adopt the Investment Strategy and Policy, this being the manner in which the Parish Council has previously invested monies.
 - d. To consider and re-adopt the General Reserve Policy
 - e. Annual Governance and Accountability Return 2023/2024 Part 3, p3 – Annual Internal Audit Report 2023/2024 has been completed and the end of year report/financial risk assessment is presented to the meeting for recommendation to the council for acceptance.
 - f. Section 1 - Annual Governance Statement 2023/2024, 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.
 - g. The accounting statements for the 2023/2024 financial year, prepared on a receipts and payments basis. To be considered by the meeting and recommended to the council for acceptance.
 - h. Section 2 – Accounting Statements for 2023/2024. The completed Accounting Statement is to be considered by the meeting and recommended to the council for acceptance.
 - i. Notification of the dates planned for the exercise of public rights to be confirmed on approval of the AGAR.
7. Staffing matters – due to the confidential nature of the business to be transacted, members of the public and press may be excluded from the meeting during discussion of this item.
 - a. To allow staff orderlies to carry forward the equivalent of 2 weeks annual leave to the 2024/25 holiday year?
 - b. To consider annual pay increases for all parish council orderlies?
8. To review, and to consider an increase to fidelity insurance cover at next policy renewal in August 2024.
9. Meeting etiquette – the role of The Chair and rules for healthy debate

10. Local Council Award Scheme – parish council to consider registering an interest in taking part in the scheme? [LOCAL COUNCIL AWARD SCHEME \(nalc.gov.uk\)](http://nalc.gov.uk)

11. 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.