

CLERK REPORT INFORMATION SUPPORTING THE AGENDA

11TH MARCH 2021

Item 9c Office and Finance Committee Meetings

It has become apparent that appointing Council Members to the Office and Finance Committee has become quite difficult. The reason for this is not really known.

The Office and Finance Committee should comprise of the following Membership.

- The Chairman and Vice Chairman of the Parish Council
- The Chairman and Vice Chair of the Greens and Amenities Committee
- 3 appointed Members of the Parish Council

At present the Office and Finance Committee is meeting on a monthly basis. At meetings, the Committee considers the same agenda items that are also tabled on the Parish Council Agenda, which is leading to a lot of duplication, especially as it is only at Council meetings, payments and receipts, bank reconciliations, bank summaries, cost centre reports, quotations and grant applications can be made. Whilst Office and Finance make the recommendations, Some Members feel the recommendations are challenged at meetings.

The timing of Office and Finance Meetings has proven to be difficult. Occasionally just before the Committee has met to a Parish Council Meeting. This used to be done a few years ago, however, the budget and funds the Council is responsible for has now increased quite drastically.

The Committee has tried to meet during the day, but this has led to the Committee not being quorate. Even if Face to Face meetings were permitted it will not minimise the fact of the underlying issues.

I have received a couple of proposals that perhaps quarterly meetings would be better and will then entice full membership of the Committee. The quarterly meetings will be held at the busiest times of the financial year, which will include, setting the budget, precept, and approval of audit. Quarterly meetings have been written into the Finance Administrator's Job description, given the hours she works. Carol will be happy to attend other meetings if required.

Extra meetings may be called when there is a revision of more in depth policies such as.

- Standing Orders
- Financial Regulations
- Code of Conduct
- Councils other policies

All of the above is for Council consideration. If a decision is made to hold quarterly. The Council will also need to agree to amend Standing Orders.