

Kenwyn Parish Council

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To: Members of Kenwyn Parish Council & Press and public

You are hereby given notice of a FINANCE & GENERAL PURPOSES COMMITTEE MEETING to be held at Shortlanesend Village Hall on Wednesday 23rd October 2019 at 7.15pm. Press & Public are invited to attend.

AGENDA

1. Apologies
2. Declarations of Interest
3. Questions from parishioners (10 minutes only, 3 minutes maximum per person on Finance & General Purposes matters only)
4. To consider the financial report PowerPoint produced by the Clerk and to consider the budgetary requirements for 2020/2021 including the annual review of the salary budgets and to consider extra budgetary requirements – S100a LOCAL GOVERNMENT ACT 1972 THE PRESS AND PUBLIC WILL BE EXCLUDED FROM THE DISCUSSION BASED ON THE LIKELY DISCLOSURE OF EXEMPT INFORMATION UNDER THE LOCAL GOVERNMENT ACT – may apply for part of this item
5. To approve the list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation including Salaries, PAYE and NI, and regular maintenance contracts and the like for which the council authorises payment for the year provided that the requirements of Financial Regulation 4 (Budgetary Controls) are adhered to
6. To approve the ongoing use of BACS to pay monthly salaries and HMRC payments
7. To approve the use of a variable Direct Debit as the payment method for utility supplies (energy, telephone and water)
8. To consider and make a recommendation to the full council for the use of a debit card as alternative payment method to cheques to be used where necessary. To agree method of internal checking of payments made by this method – Cllr. Harry
9. To consider and make a recommendation to the Full Council to adopt the Policy on the use of a Debit Card written up by the Clerk
10. To consider and make a recommendation to purchase Adobe Acrobat for interactive signing to cut down use of paper in relation to Climate Emergency Declaration – Cllr. Hilton
11. To consider and make a recommendation on purchase of tablets for parish councillors as part of work towards Climate Emergency Declaration – Cllr. Harry
12. To review the hire rates for Shortlanesend Village Hall for 2020/2021 and to remove the refundable deposit – Cllr. Harry
13. To agree and adopt the Investment Strategy drawn up by the Clerk
14. To agree and adopt the Three-Year Business Plan drawn up by the Clerk
15. To review the effectiveness of the current system of internal control and ensure it is in accordance with proper practices (to meet audit regulations)
16. To agree to move money from the general fund into earmarked reserves as recommended by the Clerk in order to adhere to policy on level of free reserves
17. To discuss and make a recommendation to the full council to commission and install a

Commemoration Board at Shortlanesend Village Hall to reflect all past and present Chairmen –
Cllr. Gammon

18. To re-allocate Earmarked Reserves to pay for re-branding of Kenwyn Parish Council Logo, website, social media and letterhead and to consider quote for work to provide new Logo – Cllr. Harry
19. To consider the purchase of a new Chairman's Chain of Office in 2020/21 and add a recommended amount to the proposed budget for 2020/2021 – Cllr. Gammon
20. To agree and approve the current Asset Register
21. To put together a proposed budget and precept amount for 2020/2021 - S100a LOCAL GOVERNMENT ACT 1972 THE PRESS AND PUBLIC WILL BE EXCLUDED FROM THE DISCUSSION BASED ON THE LIKELY DISCLOSURE OF EXEMPT INFORMATION UNDER THE LOCAL GOVERNMENT ACT – may apply for part of this item
22. Any other item the Chairman deems as urgent

Yours faithfully,

Karen Harding

Mrs Karen Harding

Clerk to Kenwyn Parish Council