



To all members of the Finance and Staffing Committee of Loughton and Great Holm Parish Council: You are hereby **summoned to attend** a meeting to be held **at 7.00pm on Monday 27 April 2020.**

Location: the meeting will be held remotely, via zoom:

<https://zoom.us/j/99799288761?pwd=Vm00SnBIZ2VQcjRJTUQrT1dxdnQ1Zz09>

Meeting ID: 997 9928 8761

Password: 782927

A handwritten signature in black ink, appearing to read 'Philip Compton'.

Philip Compton, Clerk to the Parish Council

Agenda

FSC44/20 Apologies:

To receive and accept apologies from members unable to attend the meeting

FSC45/20 Declarations of interest: Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

FSC46/20 Minutes of previous meeting held on Monday 9 December 2019:

To approve as an accurate record minutes of the meeting (see documents)

Staffing Matters

FSC47/20 Exclusion of the public - in view of the confidential nature of the business about to be transacted, it is advisable that the public be temporarily excluded, to be instructed to withdraw by the Chair of the Committee.

FSC48/20 Staff updates: Verbal report provided by Clerk/RFO

- a) Premises assistant
- b) Cleaner/caretaker
- c) Parish Clerk/RFO

Finance Issues

FSC49/20 Pavilion: Councillors to consider Pavilion costs

FSC50/20 Internal Audit report: Councillors to note end of year annual internal audit report and recommendations therein.

FSC51/20 Reserves Policy: Committee to consider draft reserves policy (paper attached), to recommend for adoption by Full Council in May 2020.

FSC52/20 Finance Reports: To consider in detail the working document as compiled by the RFO, alongside annual return (see papers attached).

FSC53/20 Pay scales for 2020/21: To note the National Joint Council for Government Services pay scales for all staff for 2020/21, that will be backdated to 1 April 2020.

Date and time of Next Meeting: Monday 9 June 2020, at 7:30pm