



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 7.30pm on Monday 14 December 2020**.

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

Please contact the Clerk to receive an invitation to join the meeting on:

parish.clerk@loughtonandgreatholm-pc.gov.uk

Philip Compton, Clerk to the Parish Council

Agenda

FSC33/20 Apologies: To receive apologies from members unable to attend the meeting

FSC34/20 Declarations of interest: Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

FSC35/20 Minutes of previous meeting held on Monday 09 November 2020: To approve as an accurate record minutes of the meeting (see documents, pages 1-3)

Finance Issues

FSC36/20 External Audit report for 2019-2020 financial year: to note completion of external auditor report – no matters arising (see papers, page 4)

FSC37/20 Contract for Great Holm Pre-School: To consider and agree level of rent (see pre-school's finances for the last academic year, attached, page 5).

FSC38/20 Business plan: To agree draft business plan (see the 2020-2021 year for comparison, pages 6-8)

FSC39/20 Budget-setting for 2021-2022: to agree a budget for the forthcoming financial year for recommendation to the Full Council for adoption. (See Clerk's draft budget attached, page 8)

FSC40/20 Reserve Policy: to recommend for adoption by Full Council a reserve policy (see draft policy attached, pages 9-10).

FSC41/20 Finance Reports: To consider and approve the income and expenditure report up to and including November 2020 (attached, pages 11-12)

Staffing Matters

FSC42/20 Exclusion of the public - in view of the confidential nature of the business about to be transacted, public to be temporarily excluded, at request of the Chair of the Committee.

FSC43/20 Staff updates: Verbal report provided by Clerk/RFO

FSC44/20 Agenda items for next meeting: Councillors to inform the Clerk in writing and within the required timeframe of any items requested to be placed on the agenda.

Date and time of Next Meeting: Monday 08 March 2021 at 7:30pm