



Minutes of the Meeting of Loughton & Great Holm Parish Council Finance and Staffing Committee held at 7.30pm on Monday 12 April 2021

Location: the meeting was held remotely, via Zoom technology.

Councillors present: Altieri-Douglas (in the Chair), Bailey, Howe, Nolan.

Staff present: Philip Compton (Parish Clerk)

Members of the public present: 0

Cllrs were reminded rules about code of conduct at meetings applied to virtual meetings, and as had been requested at September Full Council the meeting would be recorded.

FSC45/20 Apologies: Apologies for absence were received from Cllrs Nayee and Todd

FSC46/20 Declarations of interest: None were declared.

FSC47/20 Minutes of the previous meeting: Minutes of the meeting held on 14 December 2021 were read by the Chair and approved as an accurate record of the proceedings of that meeting and would be signed by the Chair after the meeting for the Clerk's records.

Finance Issues

FSC48/21 PKF Littlejohn external auditors intermediate rather than basic review: the Committee noted the Parish Council had been selected for intermediate review, rather than basic review for the 2020/21 reporting year as part of their required 5% sample.

FSC49/21 Finance Reports: The income and expenditure report for the last financial year and the three-year working document showing budget versus actual expenditure and income were noted and approved.

Staffing Matters

FSC50/21 Pay scales for 2021/22: The Committee noted the National Joint Council for Government Services pay scales for all staff for 2021/22 would be backdated to 1 April 2021, and the Clerk would inform the Committee upon receipt of this information.

FSC51/21 Exclusion of the public: There were no members of the public present

FSC52/21 Staff updates: Verbal report was provided by Clerk/RFO

FSC53/21 Agenda items for next meeting: Councillors were reminded 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 13 September 2021, at 6:30pm

The meeting was declared closed at 7:15pm.