



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
BS49 5DX

Chairman: Councillor Arthur Hacking
Parish Clerk: Liz Greaves
RFO: Alicia Fox
Administrator: Catrin Lewis

Tel: 01934 838802
www.congresbury-pc.gov.uk
Email: clerk@congresbury-pc.gov.uk
Email: admin@congresbury-pc.gov.uk
Email: admin@congresbury-pc.gov.uk

**All Council meetings are open to the
public and press**

TO: All Members of the Finance Committee

13th October 2021

Dear Councillor,

You are summoned to a meeting of the **Finance Committee of Congresbury Parish Council** in the St Andrews Room, the Old School Rooms, Station Road, Congresbury, on **Monday 18th October 2021 at 7.30pm**. The meeting will consider the items set out below.

At the start of the meeting there will be a public participation session to enable the people of Congresbury to address the Council on any issue, subject to time available. Each speaker will be limited to a period of up to five minutes with a maximum total time of 15 minutes.

Liz Greaves
Parish Clerk

Emergency evacuation procedure
Public Participation

A G E N D A

- 2100 Apologies for absence**
- 2101 Declarations of Interest**
Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the Parish Council's Code of Conduct and to consider any requests from members for Dispensations.
Exclusion of the Press and Public
There are no items requiring exclusion of the press or public.
- 2102 Election of Chair for the Term 2021/2022**
- 2103 Review of Terms of Reference**
- 2104 External Audit report**
Members to note the External Auditors Review of the year ended 31 March 2021.
- 2105 RFO report**
Consideration of the RFO report including the following;
- a) Allotments
Members to consider;
 - i. Full Council resolution to upgrade the water supply with regard to use of funds
 - ii. Council asked to consider creating an Ear Marked Reserve for future allotment projects
 - b) Old School Rooms Ear Marked Reserves (EMR)
Members to consider moving £12,000 from General Reserves to OSR EMR.
 - c) Parish Council Website
£910 to be moved from General Reserves to a website EMR to cover the second half of the website invoice.
 - d) Pension Scheme
Council asked to note that the RFO has joined the pension scheme and therefore a future virement to cover increased salary costs, also to be noted for the 2022/23 budget.
 - e) Councillor email addresses
New email addresses to be set up for the councillors are at a cost of £180 (£20 each) per annum. This needs to be added to the budget.
- 2106 Old School Rooms Kitchen**
Members to note the progress with regard to the refurbishment of the kitchen.