



FAIR OAK & HORTON HEATH PARISH COUNCIL

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

(023) 8069 2403 ✉ enquiries@fairoak-pc.gov.uk

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SUMMONS

Dear Member

9 December 2020

You are hereby summoned to attend a meeting of the FINANCE COMMITTEE held on **Tuesday, 15 December 2020 at 10.00 a.m.**

Please note that this will be a 'virtual meeting'. To access the meeting please click [here](#).

Melanie Stephens

Melanie Stephens, Parish Clerk

PUBLIC PARTICIPATION: Members of the public can submit questions for public participation (held in the first 15 minutes before the meeting), either by emailing clerk@fairoak-pc.gov.uk by 5pm on Monday, 14 December 2020 or utilising the live Q&A function as part of MS Teams.

AGENDA

PART I - PUBLIC SESSION

APOLOGIES

1 MINUTES (PAPER A, PAGES 3-6)

To note the minutes of the meeting held on 9 March 2020.

2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

3 COMMUNITY GRANTS (REPORT B, PAGES 7-11)

To approve the grant requests for 2020/21.

4 BUDGET TASK & FINISH GROUP (REPORT C, PAGES 12-17) (Appendix 1 to follow)

To receive final recommendations of the Group.

5 WORK PROGRAMME (REPORT D, PAGE 18)

To note the work programme.

6 EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -

"That, under Section 1(2) of the Public Bodies

Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matters)"

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

7 STAFF SALARIES (REPORT E, PAGE 19)

To agree the staff salaries for 2021/22.

Cllr P Barrett
Cllr H Douglas (Chairman)
Cllr N Couldrey
Cllr M Marsh

Cllr H McGuinness
Cllr P Spearey
Cllr B Tennent
Cllr T Higby

Mrs J Cahill (RFO)
Ms M Stephens (Clerk)



Fair Oak & Horton Heath Parish Council

A

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

Minutes of the FINANCE COMMITTEE meeting held on Monday 9 March 2020 at 7.00 pm at 2 Knowle Park Lane, Fair Oak

P – present, Ab – absent, Ap – apologies.

A Cllr Barrett
P Cllr Couldrey
Ap Cllr Douglas
Ap Cllr Higby

P Cllr McGuinness
P Cllr Spearey (in the Chair)
P Cllr Tennent
Vacancy

Also, in attendance: Ms M Stephens, Clerk, J Cahill, Responsible Finance Officer & Cllr Forfar

PUBLIC PARTICIPATION

No members of the public were present.

28 ELECTION OF CHAIRMAN

RESOLVED:

That Cllr Spearey be elected as Chairman for the meeting

(Cllr Spearey in the Chair)

29 DECLARATIONS OF INTEREST

No declarations were raised in connection with an agenda item.

30 MINUTES (PAPER A)

RESOLVED:

That the minutes of the meeting held on 9 December 2019 be noted.

31 HCC LIBRARY CONSULTATION

Cllr Couldrey reported that he had recently attended a meeting with County Councillor Thornton and the Assistant Director of Community and Regulatory Services, HCC, to discuss the future of Fair Oak Library. During the discussion it became clear that there were some disadvantages to the community-led library model, particularly retention, and training of volunteers as well as funding. Options to include reduction of the current opening hours and funding support from the Parish Council were explored.

Owing to the complex nature of this issue and the timescales involved in the decision making by HCC, Cllr Couldrey suggested that the Council establish a Task & Finish Group to explore the issue further.

RECOMMENDED:

That the Council establish a Task & Finish Group to explore future options for the retention of a library service in Fair Oak.

32 FINANCE MONITORING REPORT (REPORT B)

The Committee considered the Parish Council's performance against its financial targets for the financial year 2019/20.

The Responsible Finance Officer reported that the Council's hire income had been lower than expected. The shortfall was largely due to payment of final invoices from regular hirers including the Scouting Association which, owing to the current lease negotiations, had not been charged for their hire to date. Officers had undertaken analysis of regular hire income, not including ad hoc parties, and had used this as a basis for next years' budget.

Members requested that the Clerk and Finance Officer review the ground rent income for the Shorts Road and Squash Club sites at a later date.

Members noted the expenditure and income figures to date and were assured that the Council would at the end of the financial year, have a balanced budget.

RESOLVED:

That the contents of the report be noted.

33 PLANTERS/HANGING BASKETS (REPORT C)

The Committee considered the proposal that the 6 flower towers placed around the parish in the summer, be replaced with 48 hanging baskets and small planters. The additional cost of the proposal would be £2,000 which would be taken from Ear Marked Reserves.

RECOMMENDED:

That the Council approve the proposal to install 48 hanging baskets around the parish with the additional cost of this work (£2,000) being taken from the Parish Office Ear Marked Reserve fund.

34 ALLOCATION OF CAPITAL RESERVES 2020/21 (REPORT D)

The Committee noted the Council's Ear Marked Reserve Funds.

RESOLVED:

That the report be noted.

35 INVESTMENT STRATEGY 2020/21 (REPORT E)

The Committee considered the draft strategy for 2020/21.

Members suggested amendments to the strategy including the policy of the Council entering into long term savings investments and that ethical investments be divided into three categories, Environmental, Social and Governance (ESG).

RESOLVED:

That the Investment Strategy 2020/21 be approved subject to the amendment at paragraph 5.3 (b) & 5.5 that investments be long term subject to risk and ethical nature of the investment.

36 PUBLIC SECTOR INVESTMENT FUND (REPORT F)

The Committee considered options for managing the Council's public sector account.

The public sector account had never been accessed by the Council. With the current £307,678 held in this account, and the current rate of interest being less than 1%, the Council received just under £200 every month in interest.

In order to yield a better rate of investment the Council could invest this money in the CCLA Local Authorities' Property Fund. The latest interest yield for this fund was 4.35%, after fees. The Council could receive better interest returns each month, approximately £600 per month, triple the current amount if it was minded to move to this investment.

The Finance Officer advised members that if the Parish Council were minded to invest, they must be comfortable with a long-term view and CCLA advise this would ideally be 5+ years.

Discussion ensued regarding the risk of moving investment weighed against the long-term financial benefits. Following discussion, it was

RECOMMENDED:

That the Responsible Finance Officer be authorised to manage the investment of the current public sector account funds in the CCLA Local Authorities' Property Fund.

37 HR SERVICE PROPOSAL

The Committee considered the human resources (HR) & health and safety (H&S) service proposal.

The Clerk, as part of the budgeting process, had been requested to investigate options for the sourcing a support service for the human resources and health and safety policy and compliance function for the Council. Three proposals and quotes had been received, one of which had previously been discussed with the Committee.

Members were informed that that the Parish Council was lacking several key HR statutory documents and procedure as well as Health and safety procedure. HR & H&S policies provide written guidance for employees and managers on how to handle a range of employment issues. The documents would play an important role in practically managing operational staffing matters. The implementation of the service provider would also mean that the Council would be compliant with employment law changes brought about by the Good Work Plan 2020.

Members were reminded that the Council had allocated approximately £4,500 in the 2020/21 budget for this service (approved by Full Council at 16 December 2019).

After receiving quotes and discussing the details of the proposals including the location of the designated account managers and other town and parish clients, it was

RECOMMENDED:

- a) That the proposal submitted by Peninsula for a 36-month contract at £298.08 per month be approved, and that the Clerk be authorised to sign the agreement on behalf of the Council; and
- b) That a progress report be submitted to the Committee on the progress of the service at its next meeting.

38 S137 GRANT – BLUE BUTTREFLIES BEREAVEMENT SUPPORT

The Committee considered the grant application request from Blue Butterflies Bereavement Support the decision of which had been deferred pending further information.

The Finance Officer reported that the support service was operating locally from Fair Oak Village Hall on a weekly basis and regularly supported a number of residents.

RESOLVED:

That the grant request of £700 be approved.

39 WORK PROGRAMME (REPORT G)

RESOLVED:

That the work programme be noted.

40 EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED:

“That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matters)”

41 PERFORMANCE APPRAISALS

RESOLVED:

That the staff annual performance appraisals be noted.

42 STAFFING MATTERS

RESOLVED:

That staff matters be noted.

Signed Chairman

COMMUNITY GRANTS 2020/21

1. BACKGROUND

- 1.1 The deadline for the receipt of Community Grant applications received for the 2020/2021 financial year was 31 October 2020. Despite advertising the grant process on our website and facebook page, seven applications were received. This is surprisingly small number given the financial impacts of the pandemic. In comparison, the Council received eleven applications last year.
- 1.2 As with previous years, all the applications were measured against the Council's set eligibility criteria and all applications have been put forward for members consideration having met the criteria.

2. PROCESS

- 2.1 The Committee now has to consider all applications, as set against the Council's budget framework. The grant budget for 2020/21 is £4,000.
- 2.2 Officers have undertaken an initial review of the applications and recommendations, with reasons, for the determination of each of the grant requests, are set out in paragraph 4.1 below and in further detail in **Appendix 1**.
- 2.3 Upon determination of the applications the recommendations of the Finance Committee will be submitted to the Full Council for ratification on 21 December 2020. All applicants will be informed of the decision following this meeting and grant funds will be released in the weeks following.

3. FINANCIAL IMPLICATIONS

- 3.1 The total amount to be awarded, should the Council approve the recommendations set out in paragraph 4.1, is £4,000. The total amount requested is £5,250.

4. COMMUNITY GRANT APPLICATIONS: SUMMARY**4.1 Summary of Applications Received**

ITEM	APPLICANT	AMOUNT REQUESTED	TOTAL PROJECT COST	% of total project costs	AWARD AMOUNT	% of total project costs
A	Cricket Club (FO)	£500	£2,000	25	£500	28
B	Library (FO)	£1,000	£15,000	7	£1,000	7
C	MHA Communities	£500	£1,300	38	£400	31
D	Morelands Camping	£500	£20,000	3	£500	3
E	Squash Club (FO)	£900	£1,795	50	£500	28
F	Victim Support	£100	£800	13	£100	13
G	Village Hall (FO)	£3,126	£3,126	100	£1,000	32
Total for grants		£5,250			£4,000	

5. RECOMMENDATION

- 5.1 That the community grant awards as set out in paragraph 4.1, and in more detail in **Appendix 1**, be recommended to the Council for approval.

A	APPLICANT:	REASON FOR APPLICATION:
	Cricket Club	The Club are hoping to offer the Under 7s, Under 9s and the start-up young girls team the coaching at a reduced rate to try to retain and hopefully increase the number of girls and young players. It is likely that these sessions will run at a loss and hope that the grant will cover some or all of this. The grant money will be used to offset the coaching and equipment costs.

TOTAL COST	REQUEST	PREVIOUS AWARD
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£2000	£500	£400
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SUMMARY:

Fair Oak Cricket Club are a well-established Club and growing in success year on year. The Club provides outreach work supporting the health and wellbeing of young children in the parish a

RECOMMENDATION:

That a grant of £500 be paid.

REASON: To support health and wellbeing of young children in the Parish.

B	APPLICANT:	REASON FOR APPLICATION:
	Fair Oak Community Library & Hub	To set up and run a community library in Fair Oak, and to expand its role as a community hub.

TOTAL COST	REQUEST	PREVIOUS AWARD
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£15,000	£1,000	£0
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SUMMARY:

With HCC withdrawing the formal library service in the Village, the Parish Council with the newly established community library charity is seeking to set up a community library service. The grant request aims to support the set up of the new library.

RECOMMENDATION:

That a grant of £1,000 be paid.

REASON: To support the newly established charity in providing an essential community service.

C	APPLICANT:	REASON FOR APPLICATION:
	MHA Communities	To create a website which could be used as a resource to promote Fair Oak, Horton Heath and Bishopstoke (also seeking grant funding from Bishopstoke)

TOTAL COST	REQUEST	PREVIOUS AWARD
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£1300	£500	£0
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SUMMARY:

MHA communities is part of a national charity which seeks to reduce isolation and loneliness in older people. In helping to enable⁸ independent living.

RECOMMENDATION:

That a grant of £400 be paid.

REASON: To support efforts to reduce loneliness and isolation amongst older people in the Parish.

D	APPLICANT:	REASON FOR APPLICATION:
	Morelands Camping	The charity PPEDS runs to help support local children who are suffering from type 1 diabetes; it provides a platform for education and help with their chronic condition and helps to also support their families. It has been running since 1994 and funding through the Hampshire Riding Therapy Centre. Due to COVID this has had to close and the charity is receiving no funding. The grant funding will help go towards the startup costs at Morelands Copse to continue this charitable organisation.

TOTAL COST	REQUEST	PREVIOUS AWARD
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£20,000	£500	£0
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SUMMARY:

The charity supports disabled and abled bodied children to enjoy the natural environment.

RECOMMENDATION:

That a grant of £500 be paid.

REASON: To support children in the parish using the service to better enjoy the natural environment in promoting their health and wellbeing.

E	APPLICANT:	REASON FOR APPLICATION:
	Fair Oak Squash Club	Contribution for a new fitness cycle at the Gym, and benefit members of the community who do not have access to a commercial gym and wish to use one.

TOTAL COST	REQUEST	PREVIOUS AWARD
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£1,795	£900	£0
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SUMMARY:

The squash club is a growing club that is well used by the local community. The growth of the club supports the physical wellbeing of its users.

RECOMMENDATION:

That a grant of £500 be paid.

REASON: To support the growth of this local club.

F	APPLICANT:	REASON FOR APPLICATION:
	Victim Support	To continue being able to provide free and confidential help to victims of crime, their witnesses, family and friends. To enable residents of Fair Oak and Horton Heath support by locally trained staff and volunteers. Trained staff and volunteers can offer a person to talk to in confidence, information on police and court procedures and practical items such as small alarms and dummy CCTV's. (Last year the charity supported 205 residents of Fair Oak and Horton Heath)

TOTAL COST	REQUEST	PREVIOUS AWARD
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£800	£100	£150
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SUMMARY:

Victim Support offers free and confidential help to victims of crime. Residents of the parish are support by locally trained staff, offering confidential advice on police and court procedures, practical items such as personal alarms and small security items for the home.

RECOMMENDATION:

That a grant of £100 be paid.

REASON: To support residents who have been victims of crime.

G	APPLICANT:	REASON FOR APPLICATION:
	Fair Oak Village Hall	To provide for improvements to the village hall to prevent water damage

TOTAL COST	REQUEST	PREVIOUS AWARD
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£3,126	£3,126	£400
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SUMMARY:

Fair Oak Village Hall provides local hall facilities for the local community. They provide an annual professional pantomime for local residents at an affordable cost.

RECOMMENDATION:

That a grant of £1,000 be paid. (NB: the Council will not fund 100% of project costs as per its policy).

REASON: To continue to support the provision of the Village Hall.

ITEM	APPLICANT	AMOUNT REQUESTED	Total Project Cost	% of total project costs	RECOMMENDATION	% of total project costs	Difference between requested and granted
A	Cricket Club (FO)	£500	£2,000	25	£500	28	£400
B	Library (FO)	£1,000	£15,000	7	£1,000	7	£0
C	MHA Communities	£500	£1,300	38	£400	31	£100
D	Morelands Camping	£500	£20,000	3	£500	3	£0
E	Squash Club (FO)	£900	£1,795	50	£500	28	£1,295
F	Victim Support	£100	£800	13	£100	13	£0
G	Village Hall (FO)	£3,126	£3,126	100	£1,000	32	£2,126
Total for grants		£5,250			£4,000		

Budget	£4,000
Total Requested	£5,250
Total Awarded	£4,000
Remaining	£0

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Report of the Budget Review Task and Finish Group

December 2020

1. Introduction and Background

The Budget Review Task and Finish Group was established by the Full Council to consider the following terms of reference:

- To perform the scrutiny role in relation to the proposed Parish Council budget for the 2021-2022 financial year;
- To report risks that, in the view of the Task and Finish Group, may hinder the Council in achieving its objectives (as directed by the recent community survey);
- To similarly report any suggestions for efficiencies or savings for consideration; and
- To highlight any priority projects that should remain in the budget.

The Task and Finish Group consisted of:

Cllr N Couldrey
Cllr H Douglas (Chair)
Cllr T Higby

Assisted by the Clerk and Finance Officer.

The Group met virtually three times between October and December 2020.

The Group were provided with an electronic copy of a detailed budget book with narrative to any underspends, suggestion savings and essential budget codes. The Group were also provided with a detailed staff salary budget sheet.

Reporting and decision timetable is as follows: -

Finance Committee – 15 December 2020 (to make recommendations)
Full Council - 18 January 2020 (to formally set the precept/budget)

2. Work undertaken in this review

The Group worked through several questions over the three meetings, including: -

How is the budget developed?

The Council has a robust and clearly defined process for the preparation of its annual budget.

The process can be broken down into the following stages: -

1. Planning – including preparation of income and expenditure reports, identifying key areas of under and overspend in the current year. Liaising with the Operations manager regarding budget requests.

2. Detailed preparation - incorporating the submission and collation of savings bids, business cases for project and capital works and the calculation of expected income.
3. Consultation – with the Budget Task and Finish Group as well as the Clerk, Finance Officer and Operations Manager
4. Reporting and approval - involving consideration of the formal budget by the Finance Committee for final recommendation to Full Council for approval.

As part of the budget development process the Clerk and the Finance Officer requested key Officers identify any gaps in service provision and where appropriate provide business case(s) for proposed project work for the forthcoming year.

The Task & Finish Group requested that the Clerk and Finance Officer look to set a budget with 0% increase in the precept and the fees and charges. This would mean that the Parish Council would have achieved a 0% precept increases two years in a row. This has been achieved by careful budgeting, streamlining of all work streams and use of general reserves and ear marked reserves for community projects.

The Task & Finish Group strongly advised against any precept increases in the 2021/22 financial year due largely to the detrimental financial impact COVID-19 has had on local business and residents. In addition, the Group were also mindful of adverse changes in the financial market due to Brexit.

The budget will aim to underpin the Parish Council's Corporate Action Plan, and ultimately exists to deliver the Plan. The Group were given interim results of the community survey which showed a large number of residents requesting improvements to green open spaces, additional planting around the village, sustainability projects and crime and disorder initiatives. This has been reflected in the budget through the allocation of monies towards additional hanging baskets, installation of solar panels at the Woodland Community Centre and upgrades in the Council's CCTV system at New Century Park and Lapstone Playing Fields. The budget also includes a roving CCTV camera to cover crime hot spots.

The Group noted that in recent years, the Council has underspent on its budget. Attempting to analyse underspend is not simple: budgets roll forward, and there have been lots of changes. The approach has been to not salami slice (regularly shave a little off each budget) but to be more realistic and pragmatic, and sometimes radical, about actual budget needs and expenditure.

Previous decisions have enabled the Council to be in the current financial position, including the decision to protect the Council's precept burden on local residents.

All Officer budget bids are reviewed and scrutinised including discussions about benefits and risks.

What about contingency planning for slippage?

The Council's Finance Officer continually monitors expenditure:

- Issuing monthly budget reports, enabling the public and members to continuing monitor the Council's spending and income streams;
- the process of looking at a revised budget part way through the year was introduced two years ago and this allows further checking (and not all Parish Councils adopt this approach);
- the Clerk, Operations Manager and Finance Officer discuss the budget on a regular basis to review spending;
- this new process of Scrutiny monitoring through its task and finish group will provide additional checking from financial year 2020 onwards.

What is the policy on reserves?

The Council has two forms of reserve – general and earmarked. The earmarked reserve is those for specific projects which may have received monies (including from elsewhere such as Section 106 monies) but expenditure will run across financial years. The earmarked reserve is currently £240,637

The Council also has a policy of retaining six months precept (£200k) in its general reserve. This is to mitigate against any finance risks such as any unexpected financial liabilities which have not been budgeted for.

What is the policy on capital assets?

The investment strategy is reviewed on an annual basis and was last approved by the Finance Committee in January 2020. The Council also has an Asset Committee which looks at issues associated with capital assets.

What about checks and balances?

For additional checks and balances the Council had an internal audit process and is regularly externally audited.

The Responsible Finance Officer is the Section 151 Officer.

The Budget Consultation

The Group considered the draft budget. Discussions were around:

- the parish precept element particularly a strong view for no increases in the 2021/22 financial year whilst recognising that future years might have to see and increase;
- whether the corporate engagement survey results should have bearing on the capital projects;
- the process of being realistic when estimating income in light of the COVID-19 pandemic;
- similarly, whether the precept and fees and charges should be increased in light of the pandemic and survey results;

- proposed staff salaries for 2021/22 including the recruitment of a summer groundsman needed to assist with managing new sites coming forward in 2021/22 (Upper Barn Copse, Pembers Hill Drive & Crowdhill).
- The level of support for the proposed community library (£5k per annum).

The Group suggested that this report with recommendations including the full budget be sent directly sent to all Councillors (not just the Finance Committee), encouraging them to give early consideration and review to the proposed budget ahead of the final approval date in January 2021.

3. Recommendations

The Task and Finish Group recommendations are as follows:

General:

- That all Councillors should receive the Council's budget in advance of the publication of the January 2021 Full Council papers;
- That the process of budget scrutiny through the Task & Finish Group should be continuous;
- That Officers examine public engagement in the budgeting process;
- That the proposed budget (attached at appendix 1) be approved;

Precept & Fees & Charges:

- That there be no increase in the 2021/22 precept;
- That there be no increase in the 2021/22 fees and charges;

Staffing budget:

- That there be no increase to staff salaries for 2021/22 as per the Government's pay freeze for public sector workers;
- That a summer groundsman be appointed to assist with the maintenance of additional land assets in the 2021/22 financial year; and

Use of Ear Marked Reserves:

- That the Ear Marked Reserves (as set out below) be approved.

Account	Opening Balance	Net Transfers	Closing Balance
EMR - Crowdhill Green	0.00	-2,600.00	-2,600.00
EMR - Knowle Park	3,212.22		3,212.22
EMR - Tennis Project	4,035.00		4,035.00
EMR - Cricket Roller	0.00		0.00
EMR - Knowle Park Office & comp	33,683.76	-4,777.96	28,905.80
EMR - Lapstone Farm	88,264.58		88,264.58
EMR - Horton Heath CC	44,777.30	-210.00	44,567.30
EMR - Dean Road play area	0.00		0.00

EMR - Community orchard	500.00		500.00
EMR - Election expenses	6,000.00		6,000.00
EMR - Footpath Leaflet	0.00		0.00
EMR -New Century Park	40,000.00		40,000.00
EMR - Knowle park allotments	4,500.00		4,500.00
EMR - Village Name Plates	8,000.00		8,000.00
EMR - Community Halls Maint	4,000.00		4,000.00
EMR - HHCC Flooring	40,250.00		40,250.00
EMR - Onsite Maint Knowle Park	6,750.00		6,750.00
	283,972.86	-7,587.96	276,384.90

These recommendations will be reported to the Finance Committee on 15 December. The budget will be formally approved at the Full Council meeting on 18 January 2021 for submission to Eastleigh Borough Council as part of setting the Council tax base.

4. Conclusion

The Budget Review Task and Finish Group has completed its work. Its task was to review the current process and set a balanced budget for 2021/22. While the Group has found the acquisition of knowledge and understanding gained through the process to be particularly useful, it also recognised that the new process of scrutinising the budget through a smaller task & finish group resulted in a more streamlined and efficient process.

The recommendation to establish a standing group to continue the work begun will allow a more comprehensive assessment and scrutiny of the budget setting process.

FINANCE & RESOURCES COMMITTEE – WORK PROGRAMME (2020/2021)

D

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
15 DECEMBER 2020			
Budget 2021/22	To review the draft budget prior to being submitted for final approval by Full Council	Report	Mel Stephens/Joanne Cahill
Grant Applications	To review applications received during the application deadline.	Report	Mel Stephens
Community Investment Programme (CIP)	To review the CIP list.	Report	Mel Stephens
9 MARCH 2021			
Finance Monitoring Report	To receive an update from the RFO including EOY progress.	Report	Mel Stephens/Joanne Cahill
Allocation of Capital Reserves	To agree allocation of capital reserves.	Report	Mel Stephens
Staff Appraisals	To consider any issues arising from the appraisal process	Confidential Report	Mel Stephens
Workforce Budget	To consider the workforce budget.	Confidential Report	Mel Stephens
Investment Strategy	To review the Strategy	Report	Mel Stephens/Joanne Cahill
13 JULY 2021			
Finance Monitoring Report	To review the quarterly accounts.	Report	Joanne Cahill
Financial Risk Assessment	To review the Financial Risk Assessment	Report	Mel Stephens
Review of VAT	To review VAT	Report	Joanne Cahill
Review of Corporate Action Plan	Review corporate action plan and budgetary progress and requests for next years budget.	Report	Mel Stephens/Martin Johnson