



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Finance Committee
Tuesday 9th November 2010

You are hereby summonsed to attend the meeting of the Finance Committee of Coxhoe Parish Council which is to be held on Tuesday 9th November, 2010 in Lansdowne House, 64 Lansdowne Road, Coxhoe, commencing at 7.00p.m.

Agenda

- 1. Election of Chair** – to elect a Chairman for the Committee for the ensuing municipal year
- 2. Election of Vice-Chair** – to elect a Vice-Chairman for the Committee for the ensuing municipal year
- 3. Apologies for absence**
- 4. Members' Declarations of Interest**
- 5. Minutes of last Meeting** held 16th November 2009 (attached) – for approval as a correct record and signing
- 6. Risk Assessment**
 - Financial Regulation 14 provides that risk management arrangements are reviewed on a regular basis. A review of the risks currently facing the Council has been carried out. A suggested revised and updated Risk Assessment Register is attached to enable the Finance Committee to agree the risks currently facing the Council and to approve the Risk Register for recommendation to the Council.
Recommendation That the Finance Committee approve the Risk Assessment Register.
- 7. Resolution to Exclude the Press and Public**
- 8. Exempt Information – Salary, Terms and Conditions of Clerk**
 - Standing Order 15 provides that in every year, and not later than the meeting at which the estimates for the next year are settled, the Council shall review the pay and conditions of service of existing employees. The Clerk's contract stipulates that the Clerk's salary be raised by one increment on 1st April 2011 subject to satisfactory performance during the year. The Council may withhold the increment if it is considered that performance has fallen below the level expected or award an additional increment for exemplary performance.

It has also previously been agreed that hours worked and unpaid to date be recorded for review at the budget setting meeting. These have been reported at the monthly Council meetings and an update in this regard will be provided at the Finance Committee in order that appropriate decisions may be taken.

Recommendation That the Finance Committee consider their recommendations to Council with regard to the Clerk's salary, terms and conditions.
- 9. Exempt Information – Estimates 2011/2012**
 - To consider draft estimates for 2011/2012 for recommendation to the Council on a budget for the year and to assist in the Council setting the precept for 2011/2012. (A copy of a suggested required budget, based on the known requirements and commitments for the forthcoming year, is attached to assist this process).

Margaret Forster, Clerk, 2nd November 2010