



<p><b>10</b></p>	<p><b>Format of meetings:</b> The Clerk shared the latest information from NALC which was discussed.</p> <p><i>"The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face to face meetings from 7 May. NALC is working with a number of national bodies to press the government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. However, at this time government has no plans to extend these regulations and so councils should start preparing for the real possibility of face to face meetings from May"</i></p> <p>The Clerk advised that although there is a legal challenge going through the High Court on 21<sup>st</sup> April, decisions about the Annual Parish Council meeting in May are needed before then.</p> <p><b>Resolved:</b> that the sub group recommends that the Annual Meeting of the Parish Council be held on Wednesday 5<sup>th</sup> May at 7pm in order to elect the Chair and Vice Chair and approve the essential documents and policies.</p>
<p><b>11</b></p>	<p><b>Correspondence:</b> none to note.</p>
<p><b>12</b></p>	<p><b>Date and time of next meeting:</b> To be advised</p>
<p><b>13</b></p>	<p><b>Information Exchange:</b></p> <ol style="list-style-type: none"> <li>1. Cllr Myler thanked the council for their objection to the removal of the cedar tree in Cedar Court – the planning application has been declined.</li> <li>2. Cllr Cox suggested that a review of the council and its staff's performance be carried out and she will share the template used within the NHS which has replaced the staff appraisal process this year.</li> </ol>

## APPENDIX A

### Executive Sub Group

#### Terms of Reference

##### Purpose

The Executive Sub Group will oversee the administration of all matters relating to council finance, personnel, property, planning and audit and compliance with relevant legislation.

##### Key responsibilities

- 1) Draft the annual budget and precept amount in time for approval at the full council meeting in January as per council Financial Regulations
- 2) Ensure that planning applications in the parish are scrutinised and commented on when appropriate, through a standing item on the agenda.
- 3) Review or amendments of Financial Regulations, Standing Orders and council policies.
- 4) Financial borrowing, loans or reserves
- 5) Oversee any capital works
- 6) Administration of the council's financial affairs
- 7) Manage assets
- 8) Internal control including review of effectiveness of internal audit and internal controls
- 9) Financial terms and conditions relating to council employees
- 10) Awards of grants to local organisations
- 11) Request for expenditure from other groups, over and above any delegated limits

- 12) Authorisation for payment of council invoices
- 13) Any matters in connection with the Freedom of Information Act
- 14) Oversee all personnel matters.

### **Membership**

Membership will consist of the Chairs of the all the Sub-Groups plus ideally the Chairman and Vice Chairman. The Vice Chair of the Council will chair the sub group. The Clerk will participate in this group as well as providing administrative support.

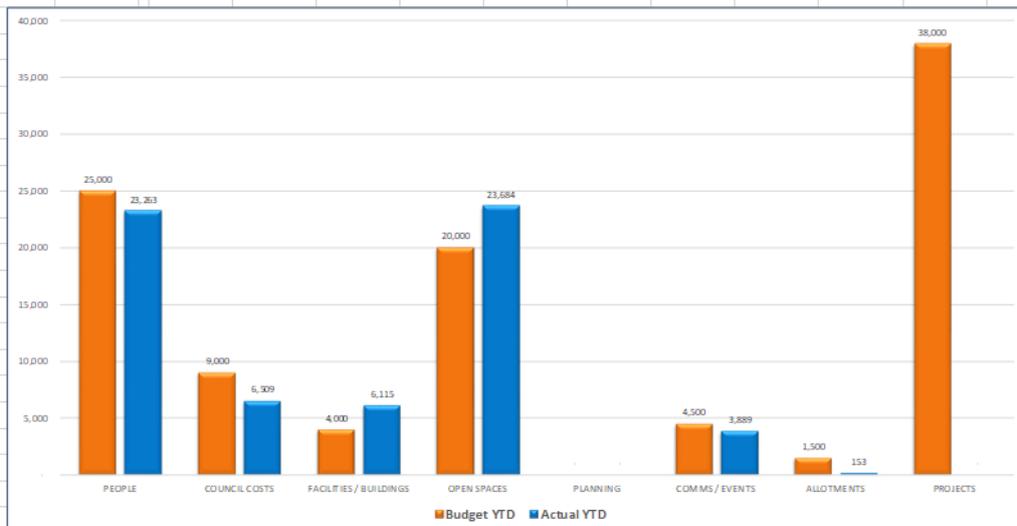
The sub group can also co-opt other council members or expertise onto the group if it is felt that specific expertise or knowledge is needed with the approval of the full council.

Council members will have voting rights and additional expertise co-opted to the sub group will not have voting rights.

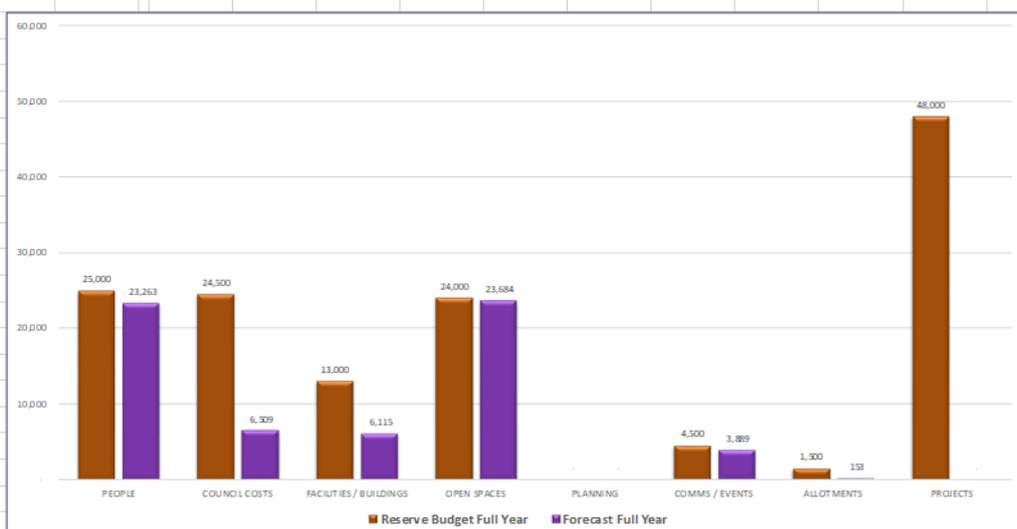
### **Frequency of meeting**

Meetings will initially be held on a monthly basis, with actions progressed /delivered between meetings. Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions.

## **APPENDIX B**



Year to date -- Budget vs Actual



Full Year -- Reserve Budget vs Forecast

12	31/03/2021	AVAILABLE FUNDS	PEOPLE	COUNCIL COSTS	FACILITIES / BUILDINGS	OPEN SPACES	PLANNING	COMMS / EVENTS	ALLOTMENTS	PROJECTS	£ - EXPENSE	INC - EXP
	Budget YTD	106,000	25,000	9,000	4,000	20,000	-	4,500	1,500	38,000	102,000	4,000
	Actual YTD	87,916	23,263	6,509	6,115	23,684	-	3,889	153	-	63,612	24,304
	Budget vs Actual YTD	18,084	1,737	2,491	2,115	3,684	-	611	1,347	38,000	38,388	20,304
	Reserve Budget Full Year	140,000	25,000	24,500	13,000	24,000	-	4,500	1,500	48,000	140,500	500
	Forecast Full Year	121,916	23,263	6,509	6,115	23,684	-	3,889	153	-	63,612	58,304
	Reserve Budget vs Forecast FYr	18,084	1,737	17,991	6,885	316	-	611	1,347	48,000	76,888	-

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START OF YEAR	Cashbook balance	66,900	Reserve Funds £34000 + Josh's Jumps £9571	43,571	General Fund	23,329
	Period change (-/+)	24,304	Period change (-/+)	4,108	movement (-/+)	20,196
PERIOD END	Cashbook balance	91,204	Reserve Funds £38500 + Josh's Jumps £9179	47,679	General Fund	43,525