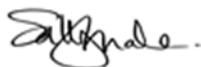


**Notice of Modbury Parish Council Finance and HR Committee Remote meeting  
Tuesday 23<sup>rd</sup> March 2021 at 7.00 PM**

**AGENDA**

To Members of Modbury Parish Council Finance and HR Committee

You are duly summoned to attend the next Committee meeting to be held at 7.00pm on Tuesday 23rd March 2021.



Sally Smale, Clerk to Modbury Parish Council      16<sup>th</sup> March 2021

Mar 23, 2021 19:00      <https://us02web.zoom.us/j/85864041208?pwd=Y0FIRGxJTUFJbVZNQXo5QUluczZlOT09>

Meeting ID: 858 6404 1208

Passcode: 155671

**2021.01 FHR      Apologies for absence**

**2021.02 FHR      To review and approve the regular payments currently standing at:**

<b>MONTHLY</b>	
Office rent	£210.00
CUTEC	£45.59
Business rates	£85.00
Clerk salary	£679.80
Clerk HMRC	£166.00
EDF	£38.00
PLUSNET	£36.40
<b>ANNUAL</b>	
Internal audit	£300.00
External audit	£480.00
<b>SUBSCRIPTIONS</b>	
DALC	£410.00
Orchard Link	£12.00
ICO	£35.00
IDALC	£7.00

**2021.03 FHR      To review the following policies and documents for approval by full council (Distributed previously)**  
Assets Register      Financial Regulations      Reserves Policy      Statement of Internal Control

**2021.04 FHR      To consider the proposal for email authorisation of purchases:**  
Councillors email the clerk attaching the purchase authorisation form - Clerk forwards to Chairman and Chair of Finance Committee. Their reply constitutes authorisation and is filed by the clerk for audit purposes.

**2021.05 FHR      To agree 2 more bank signatories as per 2019-2020 internal audit recommendation**

**2021.06 FHR      To agree the following spend:**  
- 8 Bollards for the parking spaces by the allotment on Palm Cross      £124 +VAT each  
- Chapter 8 Training additional unit to that funded by DCC      £26 + VAT

**2021.07 FHR      To note the introduction of the following new cost centres:**  
2020-2021 Miscellaneous separated from Maintenance - £2300 in Misc and £5000 in Maintenance  
2021-2022 New Ring-fenced codes for  
- Contingency (£2,500 budget)  
- Business Rates support / COVID grants (£9053 budget)