



Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

Minutes of the meeting of

Finance and General Purpose Committee Meeting

on Thursday 16th June 2022 at 6.30 pm,

at the Seeds of Hope Church, Overgreen Drive

Committee Members Cllr S Daly, Cllr A Follows, Cllr D Cole. Cllr L Cole

Paula Coyle

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1.	Welcome and Housekeeping	
1.1	General housekeeping.	
2.	To receive apologies. Cllr M Brain, Cllr D Wooley, Cllr J Kimberley	
3.	To receive members' declarations of disclosable (pecuniary and other) interests. None	
4.	To receive and consider member's dispensation requests if any. None	
5.	Election of F&GP Chairman Chair in Cllr J Kimberley absence was Cllr A Follows. The Chair to be appointed at the next meeting. Members to be forwarded terms of reference for this committee.	

5.	<p>To approve the Minutes of the last Finance Committee Meeting held on 12th May 2022</p> <p>The minutes for the last meeting were approved. Finance payments were accepted for £4171.06.</p>	
6.	<p>Items for consideration at Full Council Meeting</p> <p>6.1 Passed the invoice for the Meriden Rotary Club for £250.00</p> <p>6.2 ICO registration approved – C1139722</p> <p>6.3 Liability Insurance has been renewed.</p>	Clerk/D C
7.	<p>Public Participation</p> <p>To adjourn to allow public participation for 15 minutes. Residents are requested to give their views and question the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Full Council Meeting itself</p> <p>None – 1 member of the public</p>	
	<p>Date of the Next Meeting and Agenda Items :</p> <p>Thursday July 14th 2022, at 6.30pm at the Seeds of Hope, Overgreen Drive</p> <p>Agenda item – Jubilee Finances.</p>	

FINANCE COMMITTEE - TERMS OF REFERENCE

The appointment of members to this Committee is decided at the Annual Parish Council Meeting.

1. The Committee will appoint a Chairman and Vice Chairman at the first meeting following the Annual Meeting of the Council in May each year.
2. A Chairman shall serve no more than three consecutive years.
3. In the event of the Chairman`s absence the Vice Chair will lead the meeting.
4. The Committee cannot appoint non Councilors as Committee Members.
5. Each meeting requires a quorum of 3 Members.
6. The Responsible Financial Officer (RFO) will attend all meetings.
7. The Committee will operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
8. Draft minutes will be sent to all Councilors before the next Full Council meeting.
9. There will be a minimum of three meetings in any financial year. However, the RFO and Committee Chairman can call for further meetings if they feel it necessary to ensure that Members are up-to-date with the financial management of the Parish Council.
10. The Committee will hold meetings in October and early November to discuss the budget and make its recommendation on the precept for the following financial year. These meetings will be held in time to report to the Full Council at its November or December meeting.
11. Will review the annual salaries of all employees and make recommendations to the full council for ratification.
12. The Committee has powers to agree, via email, any request from the RFO of a general nature (e.g. recurring grant requests or every day urgent expenditure that cannot be delayed until the next meeting of the Committee) to a maximum of £500 per item.
13. The Committee has spending powers to a maximum of £2,000 per item. The Committee will make recommendations, for submission to Full Council, on all expenditure in excess of this sum.
14. The Terms of Reference will be reviewed annually: May 22