

Heath Hayes & Wimblebury Parish Council

Minutes of the Audit & Governance Committee Meeting

Held on Monday, 1st February 2021 at 6pm

Remotely on Teams

Present: Cllrs J Bernard, L Bullock, M Buttery, P Ferraby, D Todd

Parish Clerk: Mrs L Bowman

1. **Apologies**

No apologies received.

2. **To Approve the Minutes of the meeting held on the 12th October 2020**

The minutes of the meeting held on the 12th October 2020 were approved as a true record.

3. **Review Monthly Finance Report against budget 2020-21**

The Committee reviewed the finance report and noted the bank balances were considerable improved than at the 1st April 2020, this was due to savings being made from abandoning grant allocations to local groups £6,000 and Hayes Green Community Centre. In 2019/2020 the Hayes Green Community Centre received a grant of £28,122.45 compared to £7,400 in 2020/21. The Hayes Green Community had received Coronavirus Government Grants.

4. **Agree allocated reserves for 2021-22**

The Committee agreed to allocate the following reserves:

Community Infrastructure Levy £1,560.06

Election Cost £3,000.00

General Reserves £22,000.00

5. **Parish Gardener/Handyman**

- **Job Description**
- **Draft Contract of Employment**
- **Draft Advert**

The Committee discussed and made some minor adjustments to the Job Description, Draft Contract of Employment and Advert.

Resolved: To recommend to full Council to accept the Job Description, Draft Contract of Employment, Draft Advert and advertise on the Parish Facebook Page. 31st March 2021 being the closing date for applications.

6. **Items for Information or Future Agenda's**

None.

7. **Date of Next Meeting - Monday, 29th March 2021 at 6pm**

Signed:  Dated: 18/10/21

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