

# Kelvedon Parish Council

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The Old Bank, 63 High Street, Kelvedon, Essex, CO5 9AE

The next  
**Finance Committee Meeting**

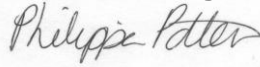
will be held virtually via Zoom on

**Tuesday 23 February 2021  
at 8.00pm**

for the purpose of transacting the business shown in the agenda below.

The public and press are welcome to be present – please email the Clerk before 7.30pm on the day of the meeting to receive a link

**Please note that this meeting may be recorded**



Clerk

22 February 2021

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## AGENDA

**F12/20-21 Apologies for Absence**

To receive any apologies for absence.

**F13/20-21 Declarations of Interest**

Members are reminded to declare any disclosable pecuniary or non-pecuniary interests pertaining to the items on the agenda.

**F14/20-21 Confirmation of Minutes**

To confirm the minutes of the Finance Committee meeting held on 24 November 2020.

**F15/20-21 Public Discussion**

The public are invited to discuss issues pertaining to this agenda with up to 3 minutes maximum per person.

**F16/20-21 Quarterly Finance Report**

To receive the report from the Clerk.

**F17/20-21 Theft from Parish Council Van**

- To agree to reimburse S&P Services 75% of the cost of their stolen chainsaw, to a total of £247.24.
- To agree to replace the KPC leaf blower, plus a vacuum adapter kit, at a total cost of £288.33 (excl VAT).

**F18/20-21 Business Payment Card**

To agree to progress with applying for a business payment card, which is either pre-paid or subject to a monthly limit, to enable staff to purchase items without using petty cash, or for those items which cannot be paid for via online banking or cheque.

**F19/20-21 Abbeyfield House Construction Works – The Chase**  
To receive the Notice of Planning Application submitted for Abbeyfield House from Strutt & Parker on behalf of Glenavon Care Ltd, pertaining to The Chase. To receive information from the Parish Council's solicitors in this regard and agree on how to progress matters.

**F20/21-21 Annual Review of Asset Register**

**F21/20-21 Annual Review of Operational and Financial Risk Document**  
To undertake the annual review and recommend approval to Full Council.

**F22/20-21 Annual Review of Internal Controls and Internal Controls Policy**

- To review the effectiveness of the internal controls.
- To review the Internal Controls Policy and recommend approval to Full Council.

**F23/20-21 Annual Review of Risk Assessments**

- RA10 Office and Lone Working Risk Assessment
- RA10(a) Supplementary Risk Assessment: Emptying High Street Car Park Ticket Machine and Banking Monies
- RA16 COVID-19 Workplace Risk Assessment

**F24/20-21 Review of Effectiveness of Committee and Procedures**  
To undertake the annual review of the effectiveness of the Finance Committee as per the Terms of Reference.

**F25/20-20 Next Meeting**  
The next meeting of the Finance Committee will take place on 11 May 2021.