

You are summoned to attend the Finance Governance and Asset Meeting to be held on Monday 21st June 2021 at 19.00 in the Parish Council's Office, Great Linford House, 1 St Leger Court, Great Linford.

NEW ARRANGEMENTS

Due to Government legislation all Council meetings must take place face to face. However, Covid restrictions will apply and this will limit the number of people allowed into the meeting room. Face masks are essential.

As a resident or member of the press you are welcome to attend:

via Teams <https://bit.ly/3cNbe7f>

or in person. Due to the limited availability please register your desire to attend via the GLPC website form or by writing to the Parish Manager at glpc@great-linford.gov.uk. Seats will be allocated on a first come first served basis.

Public participation procedures and information can be found on the website document <https://www.great-linford.gov.uk/virtual-meetings/>.

Agenda

Agenda Item	Doc Ref (abbreviated)
1. Welcome and register of those in attendance.	
2. Apologies for absence	
Cllrs are asked to communicate their absence by 12 noon on the day of the meeting. A reason for absence is required. Please email glpc@great-linford.gov.uk	
3. Declaration of members' interests	
4. Public Question Time	
The meeting will be adjourned for an agreed time by the Chair for the Public to ask questions about agenda items. The Chair will allocate speaking time as appropriate. Residents are asked to register their questions through the glpc@great-linford.gov.uk email address quoting the agenda item they wish to speak on.	
5. Minutes of Previous Meeting	
5.1. Committee are asked to agree the minutes of the last meeting held on Monday 10 th May as a true record. 5.2. There is one outstanding resolution from the previous FGA meeting. Thatched Barn: The Parish Manager suggested the office talks to the conservation officer by email to run in parallel with the working group. PM ACTION	Doc Ref 5.1
6. Annual Governance and Accountability Return - AGAR	
6.1. In preparation for Full Council's consideration of the AGAR, the FGA Committee are asked to review and accept the following documents: 6.1.1. Annual Governance Report 6.1.2. Annual Internal Audit report 6.1.3. Section 1 - Annual Governance Statement which confirms that all affirmations have been positively completed by the Parish Council.	Doc Ref 6.1.1 Doc Ref 6.1.2 Doc Ref 6.1.3

Great Linford Parish Council

Great Linford House, 1 St Leger Court, Great Linford MK14 5HA

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Agenda Item	Doc Ref (abbreviated)
6.1.4. Section 2 - Accounting Statements. Various supporting documents are provided detailing the information in this statement as prepared by DCK Accounting.	Doc Ref 6.1.4
6.1.5. Explanation of Accounting Statement Variances which explains the variance of key annual return metrics.	Doc Ref 6.1.5
6.1.6. The Balance Sheet – Page 7 of the Financial Statements (6.1.4)	
6.1.7. The Bank Reconciliation	Doc Ref 6.1.7
6.1.8. Earmarked Reserves	Doc Ref 6.1.8
6.2. End of Year Financial Report – as required by the Financial Regulations a report is provided. FGA Committee are asked to review and agree the report as presented.	Doc Ref 6.2
6.2.1. Note the comments on variances	
7. Proposal from Personnel Committee	
7.1. It is proposed by Cllr Lawar that following a review of council resource against the council objectives certain resource should be increased on a trial basis. The additional resource is required to support the councils five-year plan and objectives to support the Community Services programme and office administration support. The proposal is to increase resource hours by 25 Ranger hours and 24 Admin hours. This equates to an increase of £39,604. This will be unbudgeted and funding through the 5-year rolling fund.	Doc Ref 7.1
7.2. Supporting paperwork	Doc Ref 7.2
8. Bank Accounts	
8.1. Update on Barclays signatories; letter has been received confirming that all changes are now in place.	

9. **The next FGA Committee meeting is Monday 12th July 2021.**

Eirwen Tagg

Eirwen Tagg

Proper Officer

16th June 2021