All members of the Finance & Resources Committee:

I hereby summon you to attend a meeting of the Finance & Resources Committee of Wadhurst Parish Council to be held remotely on Thursday **2 July 2020 at 7.30pm** for the transaction of business as set out below.

Signed Date: 26 June 2020

Claudine Feltham

RFO to Wadhurst Parish Council

**Zoom Link**

Topic: WPC Finance & Resources Committee Meeting

Time: Jul 2, 2020 19:30 London

**Join Zoom Meeting**

**https://us02web.zoom.us/j/86250332472**

**Meeting ID: 862 5033 2472**

One tap mobile

+441314601196,,86250332472# United Kingdom

+442030512874,,86250332472# United Kingdom

Dial by your location

 +44 131 460 1196 United Kingdom

 +44 203 051 2874 United Kingdom

 +44 203 481 5237 United Kingdom

 +44 203 481 5240 United Kingdom

Find your local number: https://us02web.zoom.us/u/kbvZUuO5wD

1. Residents are welcome to submit any comments by email (rfo@wadhurst-pc.gov.uk). These must be received by 4pm on Thursday 2 July 2020.
2. Please refer to the WPC Remote Meeting Guidelines available on the website or from the Clerk for further details on how to use Zoom and the procedure for attending Parish Council meetings remotely.

Email: rfo@wadhurst-pc.gov.uk

[www.wadhurst-pc.gov.uk](http://www.wadhurst-pc.gov.uk)

**AGENDA**

1. To receive apologies and reasons for absence.

2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members’ register of interests.

3. Public Forum – time limit 15 minutes.

4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of the Public Bodies (admissions to meetings) Act 1960.

5. To approve the minutes of the meeting of the Finance and resources Committee on the 7 May 2020 as a true record.

6. To determine matters arising from previous minutes for updating and noting.

7. Items for decision and allocation of resources if necessary

7.1 To discuss adopting the NALC 2019 Financial Regulations

7.2 To discuss using the template created by Cllr C Moore as a checklist tool.

8. To formally appoint Claudine Feltham as the Responsible Financial Officer (RFO) to Wadhurst Parish Council.

9. For Cllr C Moore to review the bank reconciliations for April and May 2020.

10. Staffing matters

10.1 Delegation of agreement of extra hours worked

10.2 Delegation of appraisals

10.3 Caretakers contract

11. Items for noting

12. Urgent issues at the discretion of the chair for noting or inclusion on future agenda