



Stainland and District Parish Council 11th Policy & Finance Committee **DRAFT** Minutes

22nd June 2021

Councillors Present Councillor James Chaired the meeting. In attendance were Councillor Fieldhouse, Councillor Liddell and Councillor Lassey.

In attendance Stainland District Parish Clerk
Laura White-Scott
Clerk/Responsible Finance Officer

	Item
2021PF11.1	Resolved to note Councillor James was nominated as Chair of the committee and Councillor Liddell was nominated as Vice Chair.
2021PF11.2	Resolved to note there were no apologies and accept the reasons for absence or lateness.
2021PF11.3	Resolved to note there were no public in attendance.
2021PF11.4	Resolved to note there were no Parish Councillors' declarations of interest.
2021PF11.4.1	Resolved to accept the minutes of the Meeting held on the 1 st April 2021. All present in favour.
2021PF11.5	Resolved to accept the financial regulations All present in favour.
2021PF11.6	Resolved that Cllr Liddell will prepare project initiatives with no implication for budget. This will include activities relevant to Finance & Policy committee in the approved business plan to confirm 2021/22 commitments and request any changes to the Business Plan. Cllr James to request nominations for task force in policy & Finance update at full council meeting.
2021PF11.7	Resolved to accept current terms of reference and proposed method of delegation in revised form. All present in favour.
2021PF10.8	Resolved to accept the current Standing Orders All present in favour.



2021P11.9	<p>Resolved that Parish Clerk will prepare update to next council meeting for income & expenditure and budget from 1-4-21 to 19-7-21. This allows time for bank account access to be granted</p> <p>This will include:</p> <ul style="list-style-type: none">• Budget/Plan Spend to date (inc current month)• Actual Spend to date (inc income/expenditure this month)• Annual Budget figures (inc previous years underspends)• Annual to date variance amount
2021P11.10	<p>Resolved that Approval of Delegations proposed by Committees and of Policy and Finance itself was covered in 11.5</p>
2021P11.11	<p>Resolved that Cllr Liddell & Cllr James will review current policies.</p> <p>Resolved to note that Parish Clerk will create a list of mandatory & best practice policies for next meeting.</p>
2021P11.12	<p>Resolved to note that the monthly frequency and dates of meetings for the 2021/22 year will be as follows: 19th July 2021 16th August 2021 20th September 2021 18th October 2021 15th November 2021 20th December 2021 All present in favour.</p>
2021P11.13	<p>Resolved That Parish Clerk will post the AGAR to the website.</p>
2021P11.14	<p>Resolved to agree the current banking arrangements is satisfactory and the Clerk will have access the account by 29/6/21.</p>
2021PF11.15	<p>Resolved to agree that the following agenda items will be discussed at the next meeting.</p> <ul style="list-style-type: none">• Cllr Liddell will complete the business plan for review at the next meeting.• Key messages to be sent to comms team• The finance report will be complete including income and expenditure by Clerk.
2021PF10.12	<p>Next meeting arranged for the 19th July.</p>



Meeting finished 19.48pm