



Stainland and District Parish Council 12th Policy & Finance Committee **DRAFT** Minutes

21st July 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 |
|------------|--|
| 2021PF12.1 | Resolved to note there were no apologies and accept the reasons for absence or lateness. |
| 2021PF12.2 | Resolved to note there were no public in attendance. |
| 2021PF12.3 | Resolved to note there were no Parish Councillors' declarations of interest. |
| 2021PF12.4 | Resolved to accept the minutes of the Meeting held on the 22nd June 2021. All present in favour. |
| 2021PF12.5 | It was noted that Approval of Financial Regulations has already been completed previously. |
| 2021PF12.6 | Resolved that a review of activities relevant to Finance & Policy committee in the approved business plan to confirm 2021/22 commitments and request any changes to the Business Plan will be moved to the next meeting. |
| 2021PF12.7 | Resolved to accept Review and agreement of terms of reference and proposed method of delegation |
| 2021PF12.8 | Resolved that the current Standing Orders have already been accepted |
| 2021PF12.9 | 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 This will include: <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) Resolved that a budget of £3,000 will be allocated to ensure accounts are audit compliant by means of a software or spreadsheet package. Clerk to contact Naomi at Town hall auditors. |
| 2021P12.10 | Resolved to accept Approval of Delegations proposed by Committees and of Policy and Finance. |
| 2021P12.11 | Resolved to note current policies <ul style="list-style-type: none">• Arrangements to review/approve remaining Council policies – delegate to Chairman/Vice Chairman/Clerk and report recommendations to the next meeting for approval• General Privacy Notice |



| | |
|------------|--|
| | <ul style="list-style-type: none">• Equality & Diversity Policy• Complaints Procedure• Grievance Policy• Risk Assessment Update 2021/22 <p>Resolved that new policies to be put in place in line with YLCA guidelines. Resolved that the Clerk is to get copies of Privacy notice for Volunteers, Employees from YLCA and a copy of the ICO Model publication scheme.</p> |
| 2021P12.12 | Resolved to agree the current banking arrangements is satisfactory. |
| 2021P12.13 | Resolved to agree that the items not covered will be brought to the next meeting. |
| 2021P12.14 | Next meeting arranged for the 19th August. |