



Stainland and District Parish Council 14th Policy & Finance Committee **DRAFT** Minutes

22nd September 2021

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

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

	Item
2021PF14.1	Resolved to note that apologies we received from Councillor Liddell.
2021PF14.2	Resolved to note there were no public in attendance.
2021PF14.3	Resolved to note there were no Parish Councillors' declarations of interest.
2021PF14.4	Resolved to accept the minutes of the Meeting held on the 23 rd August 2021. All present in favour.
2021PF14.5	It was noted that income & expenditure for August was accepted by the committee. It was resolved that the current spreadsheet is not providing the detail we require and therefore we will propose a new IT system at the next full council meeting. It was resolved that for approving payments the Clerk is to scan all invoices and receipts to SharePoint for approvals combined with an email showing breakdown of payments to councillors.
2021PF14.6	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.
2021PF14.7	Resolved to propose new accounting system to full council and act upon this immediately. Clerk presented three new accounting packages, Clerk to discuss with Cllr Liddell & Cllr James which package would be most suitable.
2021PF12.8	Resolved that Agenda items are to be sent to Clerk ahead of the next meeting.