



## Stainland and District Parish Council 19th Policy & Finance Committee Minutes

28.03.22

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

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

|            | Item  |
|------------|---|
| 2022PF19.1 | Resolved to note that Councillor James Chaired the meeting, Councillor Fieldhouse, Councillor Liddell present. Councillor Booth sent apologies.   |
| 2022PF19.2 | Resolved to note there were no public in attendance.  |
| 2022PF19.3 | Resolved to accept the minutes of the Meeting held in February 2022.<br><br>All present in favour.<br><br>With the exception of minutes not added to agenda.  |
| 2022PF19.4 | Resolved to note there were no Parish Councillors' declarations of interest.  |
| 2022PF19.5 | It was noted that the income and expenditure reports<br><br>GL to speak with Rialtas to get the actual forecast report as one presented did not give the information we require. LW to raise ticket for GL to speak to advisor.<br><br>It was noted that we have underspent in each area, Environment have underspent on the Pond project as the contractor has missed the timings to complete work. Unable to complete till late spring early summer.<br><br>All approved the reports. |
| 2022PF19.6 | Resolved to note that the business plan objectives.<br><br>We have progressed the training programme with LW starting the CILCA qualification.<br><br>LW to circulate business plan objectives(appendix c) to committee to formulate plan how we can achieve.   |



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|             | <p>MJ has agreed to complete all grant applications on behalf of the council. He will create a list of grants available and which ones have been applied for.</p> <p>Resolved that each committee chair should ask MJ to make application for what they require funding. They should also make brief project description and research the grant.</p> <p>LWS is attending training on grant applications this week.</p>   |
| 2022PF19.7  | <p>All noted that the checklist provided to comply with external audit and AGAR. Accounts to close on 31.03.22</p> <p>LWS will update at the next meeting of progress and present accounts for approval.</p>   |
| 2022PF19.8  | <p>All noted covered in 2022PF19.6</p>   |
| 2022PF19.9  | <p>Governance arrangements</p> <p>GL presented the current financial regulations and standing orders with the paper on proposed governance arrangements, used to drive the customisations of both documents and explained that these needed to be reviewed annually and approved at the Annual Council meeting each year. All of these documents had been circulated to members of the Council previously and the committee resolved to approve them without further amendment for adoption in May 2022.</p> <p>LW to create list of all mandatory policies for next meeting which also had to be reviewed and approved for the May meeting. GL to send LWS current policies.</p> <p>LWS to bring complied list of policies to next meeting for review with files attached. Need to identify any gaps.</p> |
| 2022PF19.10 | <p>Policy review, Business Objectives, Forecast actual report, Annual Meeting</p>  |

Meeting closed 19.56

Approved by Vice Chairman