



Stainland and District Parish Council 20th Policy & Finance Committee **DRAFT** Minutes

25/04/22

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
2022PF20.1	Resolved to note that Councillor James Chaired the meeting, Councillor Fieldhouse, Councillor Liddell present. Councillor Booth sent apologies.
2022PF20.2	Resolved to note there were no public in attendance.
2022PF20.3	Resolved to accept the minutes of the Meeting held on 28 th March 2022. All present in favour.
2022PF20.4	Resolved to note there were no Parish Councillors' declarations of interest.
2022PF20.5	It was noted that the income and expenditure reports All reports to be approved by full council.
2022PF20.6	It was resolved that the Clerk will present end of year reports to full council. It was noted that deadline dates and check list to be presented. Clerk will update at the next meeting of progress and present accounts for approval. Clerk to check with auditors on what is required and when- report to full council.
2022PF20.7	Resolved to present Business strategy to full council. The public consultation for SDPC was 7 th March 2022 to 7 th April 2022, no responses were received. Clerk to add criteria for business objectives to next Policy & Finance agenda. It was resolved that the Clerk will prepare a list of these so that they can be tracked and reviewed at each P&F meeting.



2022PF20.9	<p>Councillor vacancies –</p> <p>Clerk to check advertising position for two vacancies.</p> <p>One co-opted position for Sowood, one nominated position for Hollywell green.</p> <p>Sowood- currently for current co-option seat, actively promote</p> <p>Hollywell green seat- await to see if election required, if not actively seek to co-opt member.</p> <p>Clerk to advertise mid May for two positions. This will be done via Facebook, noticeboard poster and the SDPC website.</p>
2022PF20.10	<p>Complaint update- Sarah Richardson will meet with GL to discuss expectations of the complaint outcome.</p> <p>Councillor Fieldhouse to join Councillor Liddell on discussion in TW absence.</p>
2022PF20.11	<p>Preparations for six-month review of the budget</p> <p>It was resolved that this is scheduled for the June Policy & Finance meeting.</p> <p>Resolved that the Clerk is to send monthly cost centre report to each chair requesting details of spend.</p>
2022PF20.12.	<p>Policy review</p> <p>All accepted that the current policies are in line with standard regulations</p> <p>Clerk to create word document with dates, version, policy held and review document.</p>
2022PF20.13	<p>Annual Meeting</p> <p>Resolved that the Clerk to send AGM agenda to Councillor Liddell for review.</p>
2022PF20.14	<p>Grants Application</p> <p>It was noted that grant applications for the library can commence soon, Once the charity is constituted.</p> <p>Councillor James to speak to Cassandra & VSI regarding grant applications and which we should apply for initially.</p>
2022PF20.15	<p>Repeated agenda item- concluded in previous meeting,</p>
2022PF20.16	<p>Next meeting - Business objectives</p>

Meeting closed 20.20