



Stainland and District Parish Council 22nd Policy & Finance Committee Agenda

29th June 2022

To all members of the Stainland and District Parish Council:

You are hereby summoned to attend the 22nd Policy & Finance Committee Meeting of the Stainland and District Parish Council, to be held at Stainland & Holywell Green United Reformed Church, 221 Stainland Rd, HX4 9AJ. The entrance is to the rear of the building. The meeting will take place on **Monday 4th July 2022 at 19.00** Hrs for the purpose of transacting the business set out below.

Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation.

Laura White-Scott
Clerk & Responsible Finance Officer

	Item
2022PF22.1	To note attendance and accept the reasons for absence or lateness. <i>The Clerk should be informed of any reasons for lateness/ absence.</i>
2022PF22.2	Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning Policy & Finance within the Parish.
2022PF22.3	To accept the minutes of the meeting held on 23.05.22.
2022PF22.4	To receive Parish Councillors' declarations of interest.
2022PF22.5	To review the income & expenditure and budget from May 22 to June 22. To note: <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• Forecast actual report
2022PF22.6	Annual Governance and Accountability Return (AGAR) 2021-22 To discuss: <ul style="list-style-type: none">i) note the Annual Internal Audit Report for 2021-22 included as part of the AGAR 2021-22.ii) approve Section 1 - Annual Governance Statement 2021-22 for Stainland & District Parish Council, AGAR 2021-22.iii) approve Section 2 - Accounting Statements 2021-22 for Stainland & District Parish Council, AGAR 2021-22.



	<ul style="list-style-type: none"> iv) approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
2022PF22.7	<p>To review the business plan objectives for Policy & Finance Committee and any progress made in this quarter.</p> <p>5.7.1 Short Term</p> <ul style="list-style-type: none"> • 4070: Training and Development – delegated to Staffing Committee • 4100: Review and recommend updates as required to Standing Orders, Financial Regulations, Policies • 4110: Review all insurance requirements annually • 4130: Procure and manage internal and external audits and maintain Asset Register • 4140/4150: Manage subscriptions for software or memberships • 4200: Manage election arrangements • 4210/4220: Administer Section 137 expenditure and grants <p>5.7.2 Long Term</p> <p>PF01: Local Council Award Scheme To seek the Foundation Award for quality from the Local Council Award scheme in 2022/23 and higher levels of accreditation in future years.</p> <p>PF02: Apply for Grant Funding To seek out and obtain grants for projects from funding institutions.</p>
2022PF22.8	To discuss the preparations for six-monthly budget/business plan review (to be accomplished in June/July cycle)
2022PF22.9	To review the full list of all mandatory policies to identify any gaps.
2022PF22.10	To review the project template for grant applications.
2022PF22.11	<p>To discuss the grant applications made by SDPC to funding institutions providers to support to the following projects:</p> <ul style="list-style-type: none"> • Community centre • Allotments • Toddler play area • Other environmental projects
2022PF22.12	<p>To Review Governance Arrangements</p> <ul style="list-style-type: none"> • To review our success or otherwise in moving to the governance arrangements we envisaged and detailed in the Future Governance Arrangements document • To discuss how these arrangements are reflected in how we operate



2022PF22.13	To agree agenda items for the next meeting.
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