



**Stainland and District Parish Council**  
**21st Policy & Finance Committee**  
**DRAFT Minutes**

23.05.22

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

	Item
2022PF21.1	Resolved to note that Councillor James Chaired the meeting, Councillor Fieldhouse, Councillor Weeks, Councillor Knights, & Councillor Lyness-Brown were present.  No apologies.
2022PF21.2	Resolved to note there was one member of public in attendance.
2022PF21.3	Resolved to accept the minutes of the Meeting held on 25 <sup>th</sup> April 2022.  All present in favour.
2022PF21.4	Resolved to note there were no Parish Councillors' declarations of interest.
2022PF21.5	It was noted that the income and expenditure reports for April 2022.  All reports to be approved by full council.
2022PF21.6	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.
2022PF21.7	It was resolved that the business plan objectives will be reviewed at the next meeting. Clerk to add objectives to the agenda.
2022PF21.8	It was noted that budget review preparation will start in June  Clerk to ask Chairs of committees to send any amendments by June P&F meeting.  Each committee to review their own budget at each meeting. To become a standard item on each committee agenda.
2022PF21.9	Resolved to bring a structured policy list document and ask for feedback or revisions of each policy.  Parish Clerk and Chair to send out for review before the next meeting.



	<p>This will then be recommended to be approved for full council.</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> <p>Clerk to add all files to sharepoint and create file system for all to access.</p> <p>ALB will send a sharepoint manual to Clerk, following this the Clerk to create how to guide on how to access files, how to add files, save files, edit files. This will be brought to the next Policy &amp; Finance committee</p>
2022PF21.10	<p>Discussions took place around grant applications.</p> <p>Together housing have several grants available that we are going to look into for the playground and library</p> <p>Allotments – Resolved that the response to the complaint to CMBC was thought to be inadequate and gives no clear timescales. Factual inaccuracies need to be corrected with CMBC.</p> <p>Discussions took place around our next steps and what we would recommend for full council. It was noted that there are several options that we may take.</p> <p>It was resolved that we recommend to full council that we allow CMBC to have a clear outline of what we require and the timescales we require. We need a clear overview of the situation. We would like them to reconsider closing the complaint. Parish Clerk to write response and give CMBC 4 weeks for a response.</p> <p>TW will contact land owner direct to get an overview of the current the lease with CMBC.</p> <p>Toddler play area- the arranged meeting didn't take place due to representative from CMBC not being able to attend. They have confirmed that that they will contribute £20,000.</p> <p>We have gained £1,000 donation from Sonoco, £1500 donation from the Bearders trust.</p> <p>It was noted that we already have a budget of £10,800 and plus £2500 from the two above donations.</p> <p>It was resolved that once we have a final figure, we can put forward to full council we can look to extend the budget taking from our reserve budget.</p>
2022PF21.11	<p>Governance arrangements</p> <p>Discussions took place around training arrangements.</p> <p>It was resolved that we will review at the next meeting.</p> <p>Clerk to circulate Governance review.</p>
2022PF21.12	<p>Next meeting – Send to Clerk before next meeting.</p>

Meeting closed 20.21