



Stainland and District Parish Council
23rd Policy & Finance Committee
Minutes

22nd August 2022

Minutes taken by Laura White-Scott

Clerk & Responsible Finance Officer

	Item
2022PF23.1	<p>To note attendance and accept the reasons for absence or lateness. <i>The Clerk should be informed of any reasons for lateness/ absence.</i></p> <p><i>JK sent apologies</i></p>
2022PF23.2	<p>Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning Policy & Finance within the Parish.</p> <p>No members of the public.</p>
2022PF23.3	<p>To accept the minutes of the meeting held on 25.07.22.</p> <p>Resolved to accept meeting minutes.</p>
2022PF23.4	<p>To receive Parish Councillors' declarations of interest.</p> <p>Resolved there were no declarations received.</p>
2022PF23.5	<p>To review the income & expenditure and budget from July 22 to August 22.</p> <p>To note:</p> <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 <p>Clerk to check Microsoft contract as monthly spend has been increased.</p> <p>Resolved that all accepted the monthly reports provided by the Clerk.</p>
2022PF23.6	<p>To receive an update from the Clerk regarding the Annual Governance and Accountability Return (AGAR) 2021-22.</p> <p>Resolved to note that we are awaiting auditors with an update.</p>
2022PF23.7	<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



	<ul style="list-style-type: none"> • 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> <p>Resolved to defer till September</p>
2022PF23.8	<p>To review the six-monthly budget/business plan for each cost centre.</p> <p>Clerk to check what the payment of £724 re Council Tax Reduction subsidy from Town and Parish Councils is for and when it will be paid.</p> <p>£312 home working budget to add to 4060 staff expenses £2000 for Warden wages to be moved to 4430 grounds maintenance Ground maintenance & repairs to be merged and renamed. Budget will total £9850</p> <p>New EN project for Youth projects £3700 to be added New EN project for bat/bird box £250 to be added</p> <p>Noted that £13,000 has been earmarked for the toddler area in addition to £10,800 already in the budget. CMBC will provide £20,000. Additional budget may be available once we have a finished quote.</p> <p>Noted that a garage/storage space is required and an approximate cost of £4000 has been discussed. Resolved that the Environmental committee will bring a final quote to the next committee for approval.</p>
2022PF23.9	<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 <p>No grants applied for in this cycle.</p>
2022PF23.10	<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 <p>Resolved that there is nothing to review this cycle.</p>



2022PF23.11	To agree agenda items for the next meeting. Budget review
-------------	---

Meeting finished 20.12