



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

25th July 2022

Laura White-Scott
Clerk & Responsible Finance Officer

Meeting started 19.18

	Item
2022PF22.1	<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>No apologies received</p>
2022PF22.2	<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>Resolved that no members of the public attended</p>
2022PF22.3	<p>To accept the minutes of the meeting held on 23.05.22.</p> <p>It was noted that the donations from Bearders is £1000 and Sonoco £1000.</p> <p>Resolved to accept minutes with the above amendment.</p>
2022PF22.4	<p>To receive Parish Councillors' declarations of interest.</p> <p>No declarations received.</p>
2022PF22.5	<p>To review the income & expenditure and budget from May 22 to July 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>It was Noted that we haven't spent large amounts and that spend will increase in August with environmental projects and the library transfer project in September.</p>
2022PF22.6	<p>To receive an update from the Clerk regarding the Annual Governance and Accountability Return (AGAR) 2021-22</p> <p>Resolved to note the update from the clerk. The AGAR has been submitted to PKF Littlejohn and is now awaiting assessment. The public rights notice is in place on the website and the</p>



	village noticeboard.
2022PF22.7	<p>To review the business plan objectives for Policy & Finance Committee and any progress made in this quarter.</p> <p>It was resolved that this will be added to September’s meeting for review.</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 – Noted that we are coming to a fixed term next year and that we should review in January 2023• 4130: Procure and manage internal and external audits and maintain Asset Register- Noted that we should review once a quarter. Add to policy & finance agenda quarterly• 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	<p>To discuss the preparations for six-monthly budget/business plan review (to be accomplished in August cycle)</p> <p>Resolved that the Clerk to email Chairs asking for spending to be reviewed before next month’s meeting. It is on the agenda to be discussed at full council this cycle.</p> <p>Resolved that request for Shaw Park for Goal post backs to be considered at the budget review.</p> <p>Resolved to note that we need to factor VAT return into the budget for next month. Until it is received, we cannot allocate.</p>
2022PF22.9	<p>To review the full list of all mandatory policies to identify any gaps.</p>



	Resolved that Clerk to review and make amendments and bring to the committee by October 22
2022PF22.10	<p>To review the project template for grant applications.</p> <p>Resolved to take form to full council for approval, Grant applications need to be done on an adhoc basis based on projects currently running.</p>
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 <p>Resolved that the Clerk is to send any grants available to the chair of the appropriate committee.</p>
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 <p>Resolved that we have reviewed and do not wish to make changes. Add to agenda to discuss and review once Library is completed.</p>
2022PF22.13	<p>To agree agenda items for the next meeting.</p> <p>Standing orders, Budget review.</p>

20.12 meeting finished.