



30th Policy & Finance Minutes
16.05.23

	Item
2023PF30.1	<p>To note attendance and accept the reasons for absence or lateness.</p> <p>Present: Cllr Booth, Cllr Weeks, Cllr Knights, Cllr Bottomley, Cllr Mitchell No apologies</p>
2023PF30.2	<p>Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning Policy & Finance within the Parish. - none</p>
2023PF30.3	<p>To accept the minutes of the meeting held on 24.04.23. - accepted</p>
2023PF30.4	<p>To receive Parish Councillors' declarations of interest. - none</p>
2023PF30.5	<p>To review the income & expenditure and budget from March 2023 to April 23.</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>Authorised</p>
2023PF30.6	<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 Not much training has taken place and we have a big budget for this. Councillors were encouraged to look at what is available and attend online or face to face training sessions that they feel are relevant to their role/s. There is an 'Understanding the Clerk's role' session tomorrow night which 2 councillors are attending.• 4100: Review and recommend updates as required to Standing Orders, Financial Regulations, Policies <p>It was agreed that we should all take some time to review these and put forward any suggestions for amendments as these are all out of date and need to be adopted in their latest form.</p> <ul style="list-style-type: none">• 4110: Review all insurance requirements annually - to be discussed with Clerk as part of handover



	<ul style="list-style-type: none"> • 4130: Procure and manage internal and external audits and maintain Asset Register - there were some queries about what we actually own. It wasn't known who keeps the Asset register and the Clerk will be asked to provide this information to the P&F Chair as part of handover • 4140/4150: Manage subscriptions for software or memberships - ongoing - to be discussed with Clerk as part of handover • 4200: Manage election arrangements - recent elections were all uncontested so there are no budget implications this year • 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>To be deferred indefinitely as we are not in a position to fulfil the criteria. Remove from agenda</p> <p>PF02: Apply for Grant Funding To seek out and obtain grants for projects from funding institutions. This will not be until next year</p>
2023PF30.7	<p>To discuss and review any amendments for the budget for 2023/24 and review projects and costings submitted by committees. - None proposed at this time</p>
2023PF30.8	<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 <p>Other environmental projects</p> <p>None received</p> <p>Amend agenda items for next meeting – remove Allotments & Play Area. Change Community centre to The Old Library. Add Jubilee Orchard</p>
2023PF30.9	<p>Annual Governance and Accountability Return (AGAR) 2022-2023</p> <p>To discuss & make recommendations to full council on:</p> <ol style="list-style-type: none"> i) note the Annual Internal Audit Report for 2022-2023 included as part of the AGAR 2022-2023 ii) approve Section 1 - Annual Governance Statement 2022-2023 for Stainland & District Parish Council, AGAR 2022-2023. iii) approve Section 2 - Accounting Statements 2022-2023 for Stainland & District Parish Council, AGAR 2022-2023. 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.



	approved
2023PF30.10	To agree agenda items for the next meeting. - none
2023PF30.11	Date of next meeting 20 th June