



## Stainland and District Parish Council 29th Policy & Finance Committee Minutes

24<sup>th</sup> April 2023

Cllr James, Cllr Weeks, Cllr Fieldhouse, Cllr Bottomley, Cllr Booth.  
Laura White-Scott  
Clerk & Responsible Finance Officer

	Item
2023PF29.1	<p><b>To note</b> 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>Resolved J Knight sent apologies</i></p>
2023PF29.2	<p><b>Public Participation.</b> An opportunity for members of the public to address the Parish Council on any issues concerning Policy &amp; Finance within the Parish.</p> <p><b>One member of the public attended.</b></p>
2023PF29.3	<p><b>To accept</b> the minutes of the meeting held on 21.03.23.</p> <p>Resolved to accept previous minutes</p>
2023PF29.4	<p><b>To receive</b> Parish Councillors' declarations of interest.</p> <p>Received no declarations received</p>
2023PF29.5	<p><b>To review</b> the income &amp; expenditure and budget from March 2023 to April 23.</p> <p>To note:</p> <ul style="list-style-type: none"> <li>• Budget/Plan Spend to date (inc current month)</li> <li>• Actual Spend to date (inc income/expenditure this month)</li> <li>• Annual Budget figures (inc previous years underspends)</li> <li>• Annual to date variance amount</li> <li>• Forecast actual report</li> </ul> <p><b>Resolved to approve the reports submitted by the clerk</b></p>
2023PF29.6	<p><b>To review</b> the business plan objectives for Policy &amp; Finance Committee and any progress made in this quarter.</p> <p>5.7.1 Short Term</p> <ul style="list-style-type: none"> <li>• 4070: Training and Development – delegated to Staffing Committee</li> <li>• 4100: Review and recommend updates as required to Standing Orders, Financial Regulations, Policies</li> </ul>



	<p><b>Resolved New assets added to insurance policy</b></p> <ul style="list-style-type: none"> <li>• 4110: Review all insurance requirements annually</li> <li>• 4130: Procure and manage internal and external audits and maintain Asset Register</li> <li>• 4140/4150: Manage subscriptions for software or memberships <b>New rialtas contact acquired for 23/24</b></li> <li>• 4200: Manage election arrangements</li> <li>• 4210/4220: Administer Section 137 expenditure and grants</li> </ul> <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. <b>Resolved that we are in receipt of £3000 from small grant scheme for library project</b></p>
2023PF29.7	<p><b>To discuss and review any amendments for the</b> budget for 2023/24 and review projects and costings submitted by committees.</p> <p>No amendments to be made.</p> <p>Cllr Weeks discussed the items that were refused in the budget Signage £1200 – 4 options plastic wood, metal stone. £60 per sign basis for each tree. These are to cover the history of the tree. Who was sponsored by, type of tree, when it was planted. Cllr Weeks to look at more options.</p> <p><b>Fencing – Another quote will be obtained on Thursday for a different type of fence.</b></p> <p><b>Picnic benches – No design in place or land cleared yet. To be discussed at the 6 month review.</b></p>
2023PF29.8	<p><b>To discuss</b> the grant applications made by SDPC to funding institutions providers to support to the following projects:</p> <ul style="list-style-type: none"> <li>• Community centre – Cllr Fieldhouse is due to submit for 2<sup>nd</sup> round of village hall fund at the end of May.</li> <li>• Allotments</li> <li>• Toddler play area</li> <li>• Other environmental projects</li> </ul>
2023PF29.9	<p>To discuss progress of the end of year audit &amp; AGAR <b>Resolved that we are awaiting to hear back from internal Audit</b></p>
2023PF29.10	<p><b>To agree</b> agenda items for the next meeting. AGAR, Agenda items to Laura</p>
2023PF29.11	<p>Date of next meeting Move to 16<sup>th</sup> May 6pm</p>