



Stainland and District Parish Council 24th Policy & Finance Committee Minutes

21st November 2022

Present Councillor Fieldhouse, Councillor Weeks, Councillor Booth & Councillor James.
Parish Clerk & RFO Laura White-Scott

	Item
2022PF24.1	<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>Resolved there were no apologies.</i></p>
2022PF24.2	<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 there were no members of the public present.</p>
2022PF24.3	<p>To accept the minutes of the meeting held on 22.08.22.</p> <p>Resolved to accept the minutes of 22.08.22</p> <p>To note that we have not received £724 council tax reduction refund and expect this in January 23.</p>
2022PF24.4	<p>To receive Parish Councillors' declarations of interest.</p> <p>Resolved there were no declarations of interest.</p>
2022PF24.5	<p>To review the income & expenditure and budget from October 22 to November 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>Resolved that all reports were accepted.</p>
2022PF24.6	<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 • 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>
2022PF24.7	<p>To Discuss the precept for 2022/23</p> <p>It was resolved that we are unable to decide the precept request as we are awaiting the council tax base figure.</p> <p>It was noted that we do not anticipate much change from last year’s precept request.</p>
2022PF24.8	<p>To review the six-monthly budget/business plan for each cost centre.</p> <p>Resolved that the projects for next years budget need to be more specific to identify a more accurate committed spend in 23/24.</p> <p>It was noted that the NJC clerk’s salary increase needs to be budgeted for next year.</p> <p>Resolved that the Garage to be added as a new project with a budget of £4000.</p> <p>Resolved that the allotment and orchard costs have risen. There are other costs that we are hoping to raise funds with Grants to cover fences, hedges and trees.</p>
2022PF24.9	<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 - PLACE, Community fund. Awaiting charity status. • Allotments – LF to make application to Tree Council for £800. • Toddler play area – CMBC are funding the other costs along with our contribution. • Other environmental projects
2022PF24.10	<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



	<ul style="list-style-type: none">To discuss how these arrangements are reflected in how we operate <p>It was resolved that Cllr James will review governance document and bring to council in January 23. He will look at the standing orders and identify gaps.</p>
2022PF24.11	<p>To agree agenda items for the next meeting.</p> <p>Precept request</p> <p>Next year budget 23/24</p> <p>LWS to request demand from each committee to be discussed at each committee meeting.</p>
2022PF24.12	Date of next meeting