



## Stainland and District Parish Council 31st Policy & Finance Committee Agenda

15<sup>th</sup> June 2023

To all members of the Stainland and District Parish Council:

You are hereby summoned to attend the 31st Policy & Finance Committee Meeting of the Stainland and District Parish Council, to be held at Stainland & Holywell Green United Reformed Church, HX4 9AJ. The entrance is to the rear of the building. The meeting will take place on **Tuesday 20<sup>th</sup> June 2023 at 18.00 Hrs** for the purpose of transacting the business set out below.

Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation.

Laura White-Scott  
Clerk & Responsible Finance Officer

	Item
2023PF31.1	<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>
2023PF31.2	<b>Public Participation.</b> An opportunity for members of the public to address the Parish Council on any issues concerning Policy & Finance within the Parish.
2023PF31.3	<b>To accept</b> the minutes of the meeting held on 16.05.23.
2023PF31.4	<b>To receive</b> Parish Councillors' declarations of interest.
2023PF31.5	<b>To review</b> the income & expenditure and budget from April 2023 to May 23.  To note: <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>
2023PF30.6	<b>To review</b> the business plan objectives for Policy & Finance Committee and any progress made in this quarter.  5.7.1 Short Term <ul style="list-style-type: none"><li>• 4070: Training and Development – delegated to Staffing Committee</li></ul>



	<ul style="list-style-type: none"><li>• 4100: Review and recommend updates as required to Standing Orders, Financial Regulations, Policies</li><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</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.</p>
2023PF31.7	<b>To discuss, review and approve any amendments for the</b> budget for 2023/24 and review projects and costings submitted by committees.
2023PF31.8	<b>To discuss</b> the grant applications made by SDPC to funding institutions providers to support to the following projects: <ul style="list-style-type: none"><li>• Allotments</li><li>• The Old library</li><li>• Jubilee Orchard</li><li>• Other environmental projects</li></ul>
2023PF31.9	<b>To review and amend our current financial regulations inline with the 2023 updated legislation.</b>
2023PF31.10	<b>To agree</b> agenda items for the next meeting.
2023PF31.11	Date of next meeting