



Stainland and District Parish Council 10th Policy & Finance Committee **DRAFT** Minutes

1st April 2021

Councillors Present (by remote viewing) Councillor James Chaired the meeting in attendance were Councillor Fieldhouse and Councillor Weeks.

In attendance Stainland District Parish Clerk

Janette Pashley

Clerk/Responsible Finance Officer

	Item
2021PF10.1	Resolved to note there were no apologies and accept the reasons for absence or lateness.
2021PF10.2	Resolved to accept the minutes of the Meeting held on the 12 th January 2021. All present in favour.
2021PF10.3	Resolved to note there were no public in attendance.
2021PF10.4	Resolved to note there were no Parish Councillors' declarations of interest.
2021PF10.5	Resolved to agree the income & expenditure – cash book and budget from 1 st April 2020 to February 2021. To note: <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 All present in favour.
2021PF10.6	Resolved to note the completed NALC Internal Audit checklist to be given to the Internal Auditors in April 2021
2021PF10.7	Resolved to approve the following Policy/procedures documents: - <ul style="list-style-type: none">• General Privacy Notice• Equality & Diversity Policy• Complaints Procedure• Grievance Policy• Risk Assessment Update 2021/22 All present in favour.



2021PF10.8	<p>Resolved to review the approved 2021/22 budget taking into consideration the potential outcome the asset transfer of the Library. The budget approved my change due to the potential Asset Transfer of Stainland Library.</p> <p>Cllr Fieldhouse asked if £1000 of the £5000 Contingency Budget for the Library could be used for Residents Consultation for the Library.</p> <p>Resolved to agree this would be added onto the General Meetings Agenda on the 15/04/21.</p> <p>All present in favour.</p>
2021P10.9	<p>Resolved to agree the current banking arrangements will have to be changed given the resignation of Cllr Bellenger and current Clerk. This would be added onto the General Meetings Agenda on the 15/04/21.</p> <p>All present in favour.</p> <p>Resolved to agree the Clerk will contact the bank.</p> <p>.</p>
2021PF10.11	<p>Resolved to agree agenda items for the next meeting.</p> <ul style="list-style-type: none">• Review the Banking arrangements• Review the budget actual spend, cash book and bank balance update for financial year 2020/21 and 2021/22.• Review the Library costing received from CMBC. <p>.</p>
2021PF10.12	<p>Meeting to be arranged at the Annual General meeting in May 2021.</p>

Meeting finished 20.20pm