

SLAUGHAM PARISH

FINANCE & POLICY

Preparation Meeting Notes Thursday 20th January 2022 VIRTUAL

Ms Sally Mclean – Clerk to the Council Email clerk@sloughampc.co.uk Website: <http://www.sloughampc.co.uk>

This meeting will be held virtually in accordance with Parish Council Delegate Scheme adopted 26th March 2020 / 27th May 2021-

Local Government Act 1972: "S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a committee, a sub-committee or an officer of the authority, or (b) by any other local authority click [here](#)

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.



This Committee are meeting virtually covid levels are falling but still high and the decisions of this committee are persuasive but not binding

F1011/01 Apologies for absence -To receive and accept apologies for absence Cllr Eric Prescott, Cllr Bob St George, Cllr David Dunn

Due to apologies received this meeting will not be quorate and has been rescheduled for Wednesday 26th January 2022 – Cllr Earle, Cllr Holborn and the Clerk remained in the meeting to review figures in preparation for the next meeting.

F1011/02 Declarations of Interest: To note any declarations of interest. NA

F1011/03 Minutes of the meeting of Finance & Policy Committee 10th November 2021: To receive and adopt the minutes. NA

F1011/04 Adjournment for questions from the public: The committee is to consider whether to adjourn the meeting in accordance with clause 1(d) of Standing Orders, in order to receive questions from members of the public. None attended

F1011/05 Matters arising from the Minutes – To note any matters arising from the minutes. Cllr Prescott comment missing in financial risks in relation to professional fees incurred investigating options for St Martins should the site not come forward.

F1011/06 Financial Monitoring - Members to review the income and expenditure against budget 2021/22, to include reserves position.

Ref: Detailed Income & Expenditure by Budget Heading

Ref: Income and Expenditure Account

Ref: Summary Income & Expenditure by Budget Heading

Ref: Trial Balance/Balance Sheet

Ref: Bank Reconciliation Statement/s

➤ Report Expenditure Differences

- Code 4610 Neighbourhood Plan – Spend £5,513 Budget 0 (5,513) Overspend
- Code 4202 Allotment Expenses – Spend £3,262 Budget £250 (3,012) Overspend
- Code 4410 Playing Fields Other - £1,050 5,000 3,950 3,950 21.0% Under
- Code 4411 Handcross Recreation £18,216 500 (17,716) (17,716) 3643.2% - Overspend
 - Incorrectly Coded – Raise Journal £4516 for Grass Contract to 4410

F1011/06/01 – To appoint Peter Frost Internal Auditor 2021 / 22

F1011/07 To approve Bank Reconciliations for November / December 2021

F1011/08 Members to consider/recommend additional expenditure coming forward 2021/22 – papers cc'd in advance

F2810/08/01 - Nymans / Cedars Bus Shelter – S106

F2810/08/02 - Removal of the Public Conveniences Handcross Recreation Ground – Reserves - S106 to improve drainage at Pavilion instead of refurb

F2810/08/06 - Playground/s – S106

F2810/08/07 - AV Equipment – S106

F1011/09 To review recommend spend S106 developer contributions – Members to review in line with F1008/08

F1011/10 To review and approve the current year to date budget and expenditure for 2021-22.
Ref: Annual Budget UPDATED Recoded cc'd in advance

- F1011/11** **Budget Setting for 2022/23: Budget and Precept Setting Timetable:** To review the proposed timetable, principle and assumptions to commence the budget setting exercise for 1 April 2022 to 31 March 2023.
- F1011/12** **Internal Controls:** To review the new Internal Controls (Version 1) following testing and recommend it to Council for adoption.
- F1011/13** **Committee Governance and Policy Review** (*cc'd in advance*) Committee to consider setting an additional meeting to review governance and regulations
- Governance Accountability Review
 - Financial Regulations (*see file*)
 - Implementation of additional Financial Controls
- Clerk and Committee Refresher Training <https://wsalc.co.uk/training-%26-events>
- F1011/14** **To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. Such matters will be for noting only or deferral to a future meeting only.**
- F1011/15** **Date of Next Meeting:**