



## Notice of Meeting of the Finance Committee

To: All Members of the Finance Committee

I hereby give you notice that a meeting of Plaistow and Ifold Parish Council's Finance Committee will be held on **Wednesday 3rd November 2021** at **19:30** at the **Kelsey Hall, Ifold**. All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. **Members of the Press and Public are welcome to attend in person.**

Dated: 29th October 2021

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

### Covid-19 measures

**Public and Press are encouraged to join this meeting remotely via Zoom:**

To join the meeting please follow this link:

<https://us02web.zoom.us/j/84352145177?pwd=ejJiTTdMMUd0L2JkQ1ZDSXVCY3RjZz09>

**Meeting ID: 873 5074 6565**

Please email the Clerk for the password [clerk@plaistowandifold.org.uk](mailto:clerk@plaistowandifold.org.uk)

The Zoom link is also available on the Parish Council's website: <https://plaistowandifold.org.uk/>

The Zoom meeting may be paused if the Council resolves to exclude the Press and Public from the meeting in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.

## BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	<b>Apologies for absence &amp; housekeeping</b> Recommendation: - To receive apologies for absence.	1 min
2.	<b>Disclosure of interests</b> Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council <a href="#">Code of Conduct</a> and the Localism Act 2011, in relation to matters on the agenda.	2 mins

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| 3. | <p><b>Minutes</b></p> <p><i>Published on the <a href="#">website</a>.</i></p> <p>Recommendation: - To formally ratify the approved Minutes of the Finance Committee Meeting held on 18th August 2021.</p>  | 1 min   |
| 4. | <p><b>Public participation</b></p> <p>Recommendation: - To receive and act upon, if considered necessary by the Committee, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's <a href="#">Policy</a>. Questions, or brief representations can be made <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 3rd November 2021</u>. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.</p>                                     | 10 mins |
| 5. | <p><b>Public loan &amp; Lady Hope Playpark completion of works</b></p> <p>Recommendation: -</p> <ul style="list-style-type: none"> <li>a. To note the payment in instalments of the Redlynch Leisure invoice for the Lady Hope Playpark works.</li> <li>b. To note the five-year loan repayment schedule.</li> </ul>   | 3 mins  |
| 6. | <p><b>Verification of bank reconciliations for Qtr. 2: July – September 2021</b></p> <p>Recommendation: -</p> <ul style="list-style-type: none"> <li>a. To note the bank statements, corresponding reconciliation statements, cash book and balance sheet for quarter 2.</li> <li>b. Appoint a Member, who is not a bank signatory, to verify/sign the documents via Secured Signing.</li> </ul>   | 3 mins  |
| 7. | <p><b>To consider the 2021/22 Budget Forecast Comparison spreadsheet at Quarter 2</b></p> <p>Recommendation: -</p> <ul style="list-style-type: none"> <li>a. To review the Budget Forecast Comparison spreadsheet at Quarter 2.</li> <li>b. To note the highlighted areas of movement.</li> <li>c. To apply the full Council's expenditure resolutions: <ul style="list-style-type: none"> <li>i. Northern Parishes Meeting 'fighting fund' of £1,000 (<a href="#">C/21/143e, 8th September</a>)</li> <li>ii. Parish Online annual subscription cost of £70 (<a href="#">C/21/148, 8th September</a>)</li> </ul> </li> </ul> | 30 mins |

- iii. Ifold Playpark lease budget of up to £740  
([C/21/164, 13th October](#))
- iv. Playpark litter bin ([C/21/165d, 13th October](#))

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| 8.  | <p><b>Public Consultation Report</b></p> <p>Recommendation: -</p> <ul style="list-style-type: none"> <li>a. To review the <a href="#">Public Consultation Report</a> and begin to consider the project requirements for 2022/23.</li> </ul>   | 15 mins |
| 9.  | <p><b>Grants page on website</b></p> <p>Recommendation: - To note the new <a href="#">webpage</a> for Parish Council grant awards.</p>  | 3 mins  |
| 10. | <p><b>Items for inclusion on a future agenda</b></p> <p>Recommendation: - To notify the Clerk of any matters to be added to a future agenda, to include:</p> <ul style="list-style-type: none"> <li>• Internal Controls Document</li> <li>• Terms of reference for the Finance Committee</li> </ul> | 1 min   |
| 11. | <p><b>Meeting Dates</b></p> <p>Recommendation: - To agree a schedule of meeting dates, including budget/precept setting (December) and end of quarter 3 review meeting (January).</p>   | 1 min   |