



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 10th August 2022** at **19:30** at the **Winterton Hall, Plaistow**. 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: 4th August 2022

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/81392360055?pwd=SUduMUFwZWlxaEcrK0xWY0hCYmwzZz09>

Meeting ID: 813 9236 0055

Please email the Clerk for the password clerk@plaistowandifold-pc.gov.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.	Apologies for absence & housekeeping <i>See Clerk's Report</i> Recommendation: - To receive apologies for absence.	1 min
2.	Disclosure of interests <i>See Clerk's Report</i> 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 Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.	2 mins
3.	Minutes <i>Published on the website.</i> Recommendation: - To formally ratify the approved Minutes of the Finance Committee Meeting held on 7 th April 2022.	1 min

4. **Public participation** 10 mins
- 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 [Policy](#). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 10th August 2022. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.
5. **Order for Payments – July – August 2022** 3 mins
- See Clerk's Report*
- Financial Report for July - August 2022. Includes income and expenditure since the full Council meeting on 13.07.2022 up to 04.08.2022.
- Recommendation: -
- a. To review the Order for Payments
 - b. Resolve to authorise/ratify the expenditure listed
 - c. To note the Clerk's expenses overpayment and correction
 - d. To approve the use of a Rialtas Cash Book Report in lieu of the Order for Payment (going forward)
6. **Internal & External Audit Reports** 3 mins
- See Clerk's Report*
- Recommendation: -
- a. To note the Internal Audit Report published on the website
 - b. To note that the following Internal Auditor's recommendations have been executed:
 - The Council has obtained a debit card on the Council's bank account.
 - The Clerk has attended RBS accounting system training
 - The Council has correctly stated that it is the sole trustee of the Plaistow Playing Field Charity (charity 305404) on its Annual Return.
 - c. To receive and note the External Auditor Report & comments
 - d. To note the [Notice of Conclusion of Audit](#) published on the website
7. **Verification of bank reconciliations for Qtr. 1 (April – July 2022)** 5 mins
- Recommendation: -
- a. To note the bank statements, corresponding reconciliation statements, cash book and balance sheet for quarter 1

- b. Appoint a Member, who is not a bank signatory, to verify/sign the documents via Secured Signing.
8. **To consider the 2022/23 Budget Forecast Comparison spreadsheet at Quarter 1** 20 mins
 Recommendation: -
 a. To review the Budget Forecast Comparison spreadsheet at Quarter 1.
 b. To note the highlighted areas of movement.
 c. To consider the need to take a Public Works Loan Board loan to finance the Ifold Playpark project
9. **Finance Working Group** 3 mins
See Clerk's Report
 Recommendation: -
 a. To resolve to appoint a Finance Working Group
 b. To agree the Finance Working Group's objectives, scope, and outcome(s).
 c. To receive and approve the Finance Working Group's Terms of Reference document.
 d. To agree that the Finance Working Group can present directly to both the Council and the Finance Committee for decision making.
 e. To appoint by resolution the membership of the Finance Working Group.
10. **Winterton Hall & Youth Club** 4 mins
See Clerk's Report
 Recommendation: -
 a. To consider the WHMC's request for additional grant funding to support an annual subscription to AiRS.
 b. To consider and approve the WHMC's request that the PC apply for a road closure on their behalf for 10th September 2022.
 c. To receive and note the Youth Club's answers to queries previously raised by the Finance Committee.
11. **Meeting Dates** 1 min
 Recommendation: - The end of Qrt.2 meeting will take place on 11th October 2022 at Winterton Hall, Plaistow, **19:45**