



## 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 **Tuesday 9<sup>th</sup> January 2024** at **19:15** at **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: 2<sup>nd</sup> January 2024

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

### Remote Access

To join the meeting please follow this link:

<https://us02web.zoom.us/j/81669778327?pwd=MVpZVHV2ZTVMZ2pzMStrSkRPbU0vUT09>

**Meeting ID: 816 6977 8327**

Please email the Clerk for the password [clerk@plaistowandifold-pc.gov.uk](mailto: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.

## MEETING AGENDA

### BUSINESS TO BE TRANSACTED

This agenda, any relevant Clerk's Report and appendices can be found on the Parish Council's website: [www.plaistowandifold-pc.gov.uk](http://www.plaistowandifold-pc.gov.uk) | Alternatively, please contact the Clerk for hard copies: [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

**Biodiversity** – the Council has a duty to conserve and enhance biodiversity and must consider what policies, objectives, and action it can take, consistent with the exercise of its functions, to further the general biodiversity objective.

*Natural Environment and Rural Communities Act 2006, s.40 & Environment Act 202, s.102*

Number	Item	Time
1.	<b>Apologies for absence &amp; housekeeping*</b> Recommendation: - To receive and accept apologies for absence.	1 min

	<p><i>*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting could be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council, or one of its committees or sub-committees, will be deemed as the person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present. Persons who record the parish Council's meetings are reminded that the "Public Forum" period may not be part of the formal meeting and that they should take legal advice themselves as to their rights to make any recording during that period.</i></p>	
2.	<p><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 Code of Conduct and the <a href="#">Localism Act 2011</a> Chapter 7 ss.26 – 37, in relation to matters on the agenda.</p>	1 min
3.	<p><b>Minutes</b>  Recommendation: - To approve the <a href="#">Minutes of the Finance Committee</a> meeting held on 11<sup>th</sup> October 2023 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).</p>	1 min
4.	<p><b>Public Forum</b>  Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and the Parish Council's Standing Orders 3(d), (e), (h), (i) – (k). 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 Tuesday 9<sup>th</sup> January 2024.</u> In accordance with Standing Orders 3(f) and (g), Public Participation shall not exceed 10 minutes, unless directed by the Chairman; and a speaker is limited to 5 minutes.</p>	10 mins
5.	<p><b>VAT – Qtr. 3</b>  Recommendation: - To note the recent VAT reclaim for the period of 01.10.2023 – 31.12.2023 (£323.71)</p>	1 min
6.	<p><b>Verification of bank reconciliations for Qtr. 3 (October – December 2023)</b>  Recommendation: -  a. To note the bank statements, corresponding reconciliation statements, cash book and balance sheet for quarter 3</p>	2 mins

	<ul style="list-style-type: none"> <li>b. Appoint a Member, who is not a bank signatory, to verify/sign the documents via Secured Signing.</li> </ul>	
7.	<p><b>2023/24 Budget Forecast Comparison spreadsheet</b></p> <p>Recommendation: -</p> <ul style="list-style-type: none"> <li>a. To review the Budget Forecast Comparison spreadsheet at Quarter 3.</li> <li>b. To include an approved budget for the Ifold stores bike rack and locked helmet box.</li> </ul>	5 mins
8.	<p><b>Banking</b></p> <p>Recommendation: - To note:</p> <ul style="list-style-type: none"> <li>1. transfer of funds to Unity</li> <li>2. set up of dual authorisation for payments</li> <li>3. Cllrs Woolf and Robinson to authorise payments via Bankline</li> </ul>	2 mins
9.	<p><b>2024/2025 Draft Budget</b></p> <p>Recommendation: - To review the minutes and recommendations of the Finance Working Group, dated 03.01.2024 regarding the draft budget for 2024/2025.</p>	8 mins
10.	<p><b>Meeting Dates</b></p> <p>Recommendation: - Schedule End of Qrt.4/Year End meetings in April 2024.</p>	1 min