



## 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 **Thursday 7th April 2022** 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: 28th March 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/88669896419?pwd=T2p4Y3BUNjd1UkhCT0gwdGJkb093UT09>

**Meeting ID: 886 6989 6419**

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

3. **Minutes** 1 min  
*Published on the [website](#).*  
 Recommendation: - To formally ratify the approved Minutes of the Finance Committee Meeting held on 3rd November 2021.
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 Thursday 7th April 2022. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.
5. **Order for Payments – Year End** 2 mins  
 See [Appendix A](#)  
 Financial Report for March 2022. Includes income and expenditure since the full Council meeting on 09.03.2022 up to 31.03.2022.  
 Recommendation: -  
 a. To review the Order for Payments  
 b. Resolve to authorise the expenditure listed
6. **Interim Internal Audit Report** 5 mins  
 Recommendation: -  
 a. To note the Interim Internal Audit Report  
 b. To note the Internal Auditor's recommendations and RESOLVE to execute as follows:  
 - All future contracts for expenditure above £25,000 must be advertised on the Contracts Finder website in accordance with the requirements within Public Contracts Regulations 2015.  
 - The Council should apply for a debit card on the Council's bank account.  
 - The Clerk should attend RBS accounting system training to make better use of the available system.  
 - The Council must state that it is the sole trustee of the Plaistow Playing Field Charity (charity 305404) on its Annual Return.

7. **Verification of bank reconciliations for Qtr. 3 (Oct – Dec 2021) and Qtr. 4 (Jan -March 2022)** 5 mins  
 Recommendation: -  
 a. To note the bank statements, corresponding reconciliation statements, cash book and balance sheet for quarters 3 & 4.  
 b. Appoint a Member, who is not a bank signatory, to verify/sign the documents via Secured Signing.
8. **To consider Tranche 1 [grant applications](#) for 2022/23 (to be paid to groups no later than 30th April)** 20 mins  
 Recommendation: -  
 a. To review the grant applications received from community groups  
 b. To resolve to pay the 2022/23 s.137 Local Government Act 1972 grants
9. **To consider the 2021/22 Budget Forecast Comparison spreadsheet at Quarter 4 / Year End** 10 mins  
 Recommendation: -  
 a. To review the Budget Forecast Comparison spreadsheet at Quarter 4 / Year End.  
 b. To note the highlighted areas of movement.
10. **Agreed Budget for 2022/23** 15 mins  
 Recommendation: -  
 a. To review and resolve to recommend the Agreed Budget to the full Council at its April 2022 meeting.
11. **Employer [Pension Discretions Policy](#)** 10 mins  
 Recommendation: -  
 a. To review the discretion policy template provided by Hampshire Pensions Services.  
 b. Consider the recommendations of Cllr. Taylor who attended a workshop on 16.02.2022.  
 c. Resolve to recommend the amended Pension Discretions Policy to be adopted by the full Council at its April 2022 meeting.
12. **Electrical work for the cricket pavilion** 5 mins  
 Recommendation: -  
 a. To review the Electrical Instillation Condition Report & PAT Testing Report.

- b. To consider the works estimate.
- c. Resolve to commission the works to be completed in advance of the Maypole Fete (02.05.2022), Queen's Platinum Jubilee (03 & 05.06.2022 and other community use of the pavilion.
- d. Resolve to replace the electrical items which failed the PAT testing.

13.

**Meeting Dates**

1 min

Recommendation: - The end of Qrt.1 meeting will take place on 6th July 2022 at Kelsey Hall, Ifold, 19:30