



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 12th July 2023** at **19:00** 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: 4th July 2023

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

Remote Access

To join the meeting please follow this link:

<https://us02web.zoom.us/j/85073960564?pwd=eXczT09HM2RVQzNQNhNjF0dVA3UT09>

Meeting ID: 850 7396 0564

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.

MEETING AGENDA

BUSINESS TO BE TRANSACTED

This agenda, Clerk's Report and appendices can be found on the Parish Council's website: www.plaistowandifold-pc.gov.uk | Alternatively, please contact the Clerk for hard copies: clerk@plaistowandifold-pc.gov.uk

Number	Item	Time
1.	Apologies for absence & housekeeping* Recommendation: - To receive and accept apologies for absence.	1 min

**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.

2. **Disclosure of Interests** 1 min
See Clerk's Report.
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](#) Chapter 7 ss.26 – 37, in relation to matters on the agenda.
3. **Minutes** 1 min
See Clerk's Report. Circulated separately and on the [website](#).
Recommendation: - To approve the Minutes of the Finance Committee meeting held on 12th April 2023 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).
4. **Public Forum** 10 mins
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 either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 12th July 2023. 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.
5. **Finance Working Group - minutes, recommendations, and updates dated 05.07.2023** 5 mins
Recommendation: - To receive and note the minutes of the Finance Working Group dated 05.07.2023 and consider and resolve upon the recommendations therein regarding: -
 1. Notification of Working Group Chair
 2. VAT – Qtr. 1
To note the recent VAT reclaim for the period of 01.04.2023 – 30.06.2023
 3. Verification of bank reconciliations for Qtr. 1 (April – June 2023)
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 after the Finance Committee meeting on 12th July.
4. Consider the 2023/24 Budget Forecast Comparison spreadsheet at Quarter 1
 Recommendation: - To review the Budget Forecast Comparison spreadsheet and Working Group recommendations at Quarter 1.
 5. Banking
 Recommendation: - To consider the Working Group's recommendations and resolve to approve the opening of a further bank/saving account with another banking provider
 6. Kelsey Hall WIFI funding request
 Recommendation: - To consider the Working Group's recommendations regarding the Kelsey Hall's request that the Council fund their WIFI costs.
 7. Grant policy amendment
 Recommendation: - To consider the recommendations of the Working Group for amending the Council's Grant's Policy, to reflect the General Power of Competence (GPoC).
 8. Winterton Hall accounts
 Recommendation: - To note the Hall's 2022/23 Balance Sheet, signed by the Internal Auditor.
 9. Working Group Terms of Reference
 Recommendation: - To review and approve the Finance Working Group's Terms of Reference document and membership.

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| 6. | <p>Committee Terms of Reference</p> <p>Recommendation: - To review and approve the Finance Committee's Terms of Reference document</p> | 2 mins |
| 7. | <p>Meeting Dates</p> <p>Recommendation: - Schedule End of Qrt.2 meetings
 Working Group – 4th October 2023, 7:30pm, via Zoom
 Committee meeting – 11th October 2023, 7:00pm Winterton Hall</p> | 1 min |