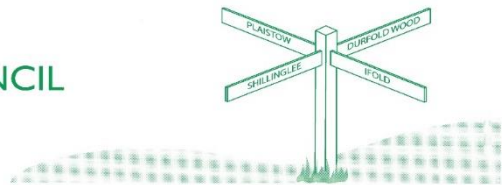


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of the Finance Committee of Plaistow and Ifold Parish Council held on **Wednesday 10th August 2022**, Winterton Hall, Plaistow.

Please note: - These minutes are to be read in conjunction with the [Clerk's Report](#), which was published on the Parish Council's [website](#) with the [agenda](#) in advance of the meeting. The Clerk's Report provides all necessary background information for the matters considered at the meeting.

Present Cllr. Phil Colmer (Finance Committee Chair); Cllr. Paul Jordan (Chair of the Parish Council); Cllr. John Bushell and Catherine Nutting (Clerk & RFO)

No members of the public were in attendance.

F/22-23/001 Apologies for absence & housekeeping

Apologies were received and accepted from Cllr. Nicholas Taylor.

F/22-23/002 Disclosure of interests

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.

None received.

F/22-23/003 Minutes

The Finance Committee **RESOLVED** to **RATIFY** the minutes of Meeting held on 7th April 2022, which are published on the Parish Council's [website](#).

F/22-23/004 Public participation

None received in advance of the meeting or requested at this item on the agenda.

F/22-23/005 Order for Payments – July – August 2022

The Finance Committee **REVIEWED** the financial report (Order for Payments) for July - August 2022, which included income and

Actions: -
Clerk

expenditure since the last full Council meeting on 13.07.2022 (up to 04.08.2022) and **RESOLVED** to **AUTHORISE** the **EXPENDITURE** listed.

The meeting **NOTED** the Clerk's expenses overpayment and confirmed that the incorrect overpayment had been correctly repaid and accounted for.

The Finance Committee **RESOLVED** to **APPROVE** the use of the Parish Council's Accounting Programme's Payments and Receipts Analysis Reports in lieu of the Order for Payment going forward.

F/22-23/006

Internal & External Audit Reports

Actions:

The Finance Committee **NOTED** that the Internal Audit Report is published on the Parish Council's [website](#).

Clerk

The Finance Committee **NOTED** 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.

The Finance Committee **RESOLVED** to **NOTE** the External Auditor Report, which has been published on the Parish Council's [website](#).

The Finance Committee **NOTED** the External Auditor's comment that the period of public rights had been incorrectly set at 31 days, when it should have only been 30 days and that this constituted a "trivial breach" of the Audit and Accounts 2015 Regulations.

The meeting **NOTED** that the [Notice of Conclusion of Audit](#) has been published on the [website](#) and on all four public notice boards within the Parish.

F/22-23/007

Verification of bank reconciliations for Qtr. 1 (April – July 2022)

Actions:

The Finance Committee **NOTED** the bank statements, corresponding reconciliation statements, cash book and balance sheet for quarters 1 and **RESOLVED** to **APPOINT CLLR. BUSHELL**, who is not a bank signatory, to verify/sign the documents via Secured Signing in accordance with Standing Order 9(d).

Cllr. Bushell /
Clerk

To consider the 2022/23 Budget Forecast Comparison spreadsheet at Quarter 1

Actions:
Cllr. Colmer /
Clerk

The Finance Committee **REVIEWED** the Budget Forecast Comparison spreadsheet at Quarter 1 and **NOTED** the highlighted areas of movement.

Column L, Row 9: - A suggestive overtime budget of 5 hours per week is reflected in the projected end of year forecast budget for the Clerk's salary, to indicate the impact of the current and anticipated large and complex planning applications in the area. Further to detailed discussion, the Finance Committee **RESOLVED** to **RECOMMEND** to the full Council that the Clerk's contract be amended to reflect **FULL TIME** working (37 hours per week) and be paid the **FIXED FULL TIME SALARY**. This will assist with budgeting – rather than receiving overtime claims, which could amount to more than 37 hours per week on occasion. The Finance Committee **NOTED** that the Clerk works full time hours as standard (over the currently contracted 30 hours per week) and that the complex planning applications for the area will have an additional impact on the Clerk's working hours, alongside the other projects and matters already managed by the Clerk.

Column L, Row 29: - The increase to the 'Website Maintenance, Internet and Email Management' budget was **NOTED** and **APPROVED**. The higher monthly costs reflect the necessary upgrade to TEEC's premium package, which includes unlimited email accounts, required for members of the Council's Working Groups in accordance with Council policy.

Column L, Row 29: - The Committee **RESOLVED** to **MOVE** any **UNALLOCATED GRANT BUDGET** into general reserves.

Column L, Row 67: - The Committee **NOTED** that an indicative 20% grant towards the cost of the Winterton Hall's upcoming roof works had been included in the Hall's repairs and maintenance projected year end budget forecast. The Finance Committee **RESOLVED** to **REVIEW** any possible grant at Quarter 3. The Hall Committee have the funds to cover the full cost of the works; the Parish Council can consider what, if any, additional grant funding it provides later in the financial year. For the time being, the Committee **RESOLVED** to **REMOVE** this indicative grant from the budget forecast.

Column L, Row 52: - The Committee discussed the Winterton Hall Legal Assessment budget alongside the Winterton Hall Repairs and Maintenance budget (above). The Council has committed £1,500 of the £2,000 allocated budget to the legal investigations currently in train. The Committee acknowledged that the final cost would likely exceed the current budget of £2,000, subject to the outcome of the legal process and decisions for the future make-up of hall. This budget will be kept **UNDER REVIEW**. The Clerk and Chair have attended AiRS training for Parish Councils that support community led charitable village halls. The Clerk will deliver training for to the Hall committee and Councillors to assist in the final decision-making process. Cllr. Colmer and the Clerk are supporting the Hall Committee regarding finances. The Hall's hire fee has recently increased. The Hall committee continue to seek a new treasurer and caretaker and the Clerk is supporting them in this regard.

Column L, Row 83: - The projected uplift in the year end budget for the Queen's Platinum Jubilee celebrations includes the additional cost to locate the Beacon on the Plaistow village green. The Committee **RESOLVED** to **APPROVE** this uplift.

Column L, Rows 86 & 87: - At the beginning of the financial year the reserve budget for instructing planning experts to support the Parish Council consider the planning application(s) at Crouchlands Farm was £15,000. During Quarter 1, the initial planning application for the Crouchlands Farm 'Whole Farm Plan' was issued and the Foxbridge site has come forward for development. The Finance Committee **RESOLVED** to move £12,850 into actual expenditure this financial year – divided between Crouchlands and Foxbridge based on the expert quotes – and hold £13,000 in reserves for the two applications, based on quotes and to be kept under regular review.

Column L, Row 77: - Ifold Playpark Project The Committee acknowledged that this project would not be completed within the current financial year. Therefore, it **RESOLVED** to **AMEND** the **BUDGET** and show £4,000 potential expenditure in 2022/23 and move the balance to the reserves. The project will have a newly allocated budget in 2023/24 when the project is expected to be completed.

Column L, Row 78: - Traffic Calming Based on expenditure to date and the project's trajectory for 2022/23 (3x TROs in Plaistow) the Committee **RESOLVED** to **REDUCE** the **BUDGET** to £1,800.

The Finance Committee **AGREED** that the amendments to the 2022/23 budget at the end of quarter 1 removed the need to consider taking a Public Works Loan Board (**PWLB**) loan to finance the Ifold Playpark project. This matter will be kept under review as the year progress; however, to date, this is **NOT NECESSARY**.

The Committee **RESOLVED** that Cllr. Comer and the Clerk would **UPDATE** the **Budget Forecast Comparison spreadsheet** to reflect the agreed amendments, which will be presented to the full Council at the September meeting.

F/22-23/009

Finance Working Group

Actions:
Clerk

The Finance Committee **RESOLVED**: -

- To appoint a Finance Working Group.
- To **AGREE** the Finance Working Group's objectives, scope, and outcome(s):

The aim and key objectives of the Finance Working Group is to work with the Finance Committee and RFO in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with the Council's finances, property, and resources. For example (but not limited to) providing support, recommendations, and ideas on budget monitoring; budget preparation; financial management e.g., loans; actions required by Internal and External Auditors; annual grants and donations and other financial considerations as directed by either the Committee or Council.

- To **APPROVE** the Finance Working Group's Terms of Reference document.
- To **AGREE** that the Finance Working Group can present directly to both the Council and the Finance Committee for decision making.
- To **APPOINT** the following membership of the Finance Working Group: -
Cllr. Colmer
Cllr. Jordan
Cllr. Bushell
Cllr. Taylor

- a. To consider the WHMC's request for additional grant funding to support an annual subscription to AiRS.

The Financial Committee **RESOLVED** that the **PARISH COUNCIL** should **BECOME** a **MEMBER** of **AiRS**. The Council's membership will directly support the Winterton Hall Management Committee, as well as ensuring the Clerk and Councillors are properly trained and appraised of relevant matters.

- b. To consider and approve the WHMC's request that the PC apply for a road closure on their behalf for 10th September 2022.

Since the event is not being organised by, or on behalf of the Parish Council, the Council's insurance company have refused to insure the event, which is necessary for the road closure application. The WHMC have updated their own public liability insurance limit to allow it to directly apply for the road closure.

- c. To receive and note the Youth Club's answers to queries previously raised by the Finance Committee.

The Finance Committee **NOTED** the following information: -

Q. The Council seeks, for its information and records, details of any grants the Youth Club received over the pandemic and how these have been used. It would also like information about the charitable status of the Youth Club. Thank you in advance for this information.

A. We received a £10,000 grant from Chichester District Council which was linked to our business rates to compensate for the Youth club being closed for Covid. This grant was used for the following:

- *Paying for the building insurance, rent and electricity*
- *Insurance for the Tennis court for the village to enable usage once exercise was permitted.*
- *To pay for the weekly cleaner to ensure that the Post Office operated in a hygienic environment*
- *To pay our Youth Worker*
- *To pay for fire extinguisher maintenance*
- *Initiatives to relaunch the club after closing for so long.*

Throughout the period we were unable to undertake any of the planned fundraising such as: Easter Egg Scramble, quiz night and

local socials. Without this grant and not being able to fundraise we would have been in a position that we may have had to close the Youth Club after 50 years. Thankfully we didn't have to take this action and we could use the money to relaunch the clubs with exciting activities.

We are registered charity with the Charities commission: 305407.

F/22-23/011

Meeting Dates

The end of Qrt.2 meeting will take place on 11th October 2022 at Winterton Hall, Plaistow, **19:45**

Actions:

Clerk

There being no further business to discuss the Chair closed the meeting at 21:10