Stockland Parish Council

Minutes of the Finance and Staff Committee Meeting held in the Committee Room, Stockland Victory Hall on Wednesday Tuesday 8th October, 2019 at 4pm.

1) **Public Participation Time** (SO 1e & f); there were no members of the public present.
2) **Resolve to exclude members of the press and public**. None.
3) **To record those present/apologies for absence** and to consider whether to approve the reasons given; Cllrs Griffiths (chairperson), , Morgan and A Thompkins; with K Pearson, Clerk to the council, in attendance; apologies from Cllr Durrant
4) **Declarations of Interest**: There were no interests to declare.
5) **Finance & Staff Minutes**-to note that the draft minutes of the meeting of the 10th July were confirmed and signed at the council meeting on the 30th July.

6) **Action Review Summary**-
   - **Annual Governance and Accountability Return (AGAR);** resolved to; **receive** the Clerk's report on the AGAR, signed at the Council meeting of 25th June; note that the statutory deadline for publishing AGAR Part 3 and signed external auditor report is Monday 30 September 2019; **review** of Standing Orders, Financial Regulations, Code of Conduct and Risk Assessment had all been updated this year. Agree the balance brought forward for the General Fund into 2017/18 is £8526 and not £8673, a total of £147 less due to previous transactions prior to 2015, making the balance brought forward into 2019/20, £6335, the Clerk to confirm this approach with the Internal Auditor.
   - **DAAT Night time Landing Site**; resolved to receive one quote each for the installation and tree work due to it being specialist work under the Financial regulations and agreed a quote from Contractor1 for the tree pruning of £750 (inc VAT) and a quote from Contractor2 for Installation of the mast of £5,824.11(plus VAT) with a grant available for labour of £ 3032.73.

7) **Analysis of Budget to Payments and Receipts;** resolved to; receive the current information, showing a Probable Outturn of Receipts of £31922 and Payments of £27246 giving a Probable Surplus of £4676.

8) **Budget and Precept 2020/21;** resolved to; agree the draft report from the Clerk; recommend the Budget and Precept for 2020/21 to the full Council in January at a meeting to be held on 14th Jan 4pm; the Clerk to investigate how the Council can cover costs for the car park including car parking fees.

9) **Clerk's Objectives Appraisal-** resolved to; receive the report of current progress against the objectives set out for the year and for Cllrs Griffiths, A Thompkins and the Clerk to meet to agree objectives for the 2020/21 Appraisal during November.

10) **Items of Future Business** for the next Agenda; Defibrillator budget and how to cover costs.

11) **Confidential Items**: None.

Signed …… 29th October, 2019
Chairman Meeting closed at 5pm