



Notice of Meeting of the Finance Committee

To: All Members of the Finance Committee are summoned to Plaistow and Ifold Parish Council's Finance Committee on **Tuesday 9th July 2024 at 19:00** at **Kelsey Hall, Small Hall, Ifold**

Members of the Press and Public are welcome to attend in person.

Dated: 4th July 2023

Yours faithfully

J Bromley

Jane Bromley

Clerk & RFO to the Council

MEETING AGENDA

Number	Item	Time
1.	Apologies for absence Recommendation: - To receive and accept apologies for absence.	1 min
2.	Disclosure of Interests <i>See Clerk's Report.</i> 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.	1 min
3.	Minutes <i>See Clerk's Report. Circulated separately and on the website.</i> Recommendation: - To approve the Minutes of the Finance Committee meeting held on 17th April 2024 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).	1 min
4.	Public Forum 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 9th July 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.	10 mins

5. **General Reviews:** 5 mins
 Recommendation: - To consider and resolve upon the recommendations: -
 5.1 [To review the bank mandate](#) -set up since the appointment of the new Clerk and approve for the financial year ahead or reappoint.
 5.2 [VAT – Qtr. 1](#)
 To note the recent VAT reclaim submitted for the first quarter.
 5.3 [Verification of bank reconciliations for Qtr. 1 \(April – June 2024\)](#)
[Nat West Current; Nat West Savings; Unity](#)
 Recommendation: -
 a. To note the bank statements, corresponding reconciliation statements, [cash book](#) and [balance sheet](#) for quarter 1 and;
 b. Appoint a Member, who is not a bank signatory, to verify/sign the documents via Secured Signing.
6. **Internal Audit:** 5 mins
 6.1 Review the [Internal Audit 2024](#) comments highlighted in bold red.
Actions taken in red italics:
 a. Consider the Ear Marked Reserves and whether any funds can be released to increase General Reserves.
7. **Budget Forecast** 10 mins
 7.1 Consider the [2024/24 Budget Forecast Comparison spreadsheet at Quarter 1](#) (Circulated separately)
 Recommendation: - To review the Budget Forecast Comparison spreadsheet to consider.
8. **Financial Regulations Update 2024** 10 mins
 8.1 Consider the Clerk’s editing of the [update Regulations](#)
 Recommendation:- To review and resolve to approve or amend and approve a final set of Regulations to the Parish Council for adoption.
9. **Grant Awards** 5 mins
 9.1 [To Review the Grant Award Policy](#)
 Recommendation: to resolve to readopt or amend the current Policy and recommend a Final Policy to the Parish Council. No amendments are recommended.
 9.2 [To Review the Grant Applications Received \(circulated separately\)](#)
 a. Kelsey Hall £1365.20
 b. Plaistow Preschool £6000.00
 c. Guides £360.00
10. **Meeting Dates** 1 min
 Finance Committee meeting – 8th October 2024, 7:00pm Winterton Hall.