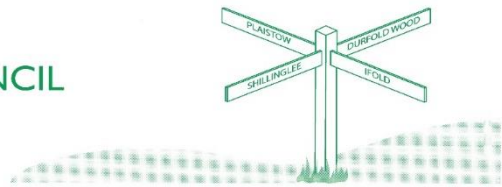


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of the Finance Committee of Plaistow and Ifold Parish Council held on **Wednesday 3rd November 2021**, Kelsey Hall, Ifold.

Present Cllr. Phil Colmer (Finance Committee Chair); Cllr. Paul Jordan (Chair of the PC); Cllr. Nicholas Taylor; Cllr. David Ribbens; Cllr. John Bushell and Catherine Nutting (Clerk & RFO)

No members of the public were in attendance either in person or via Zoom.

F/21/009 Apologies for absence & housekeeping

None received.

F/21/010 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/21/011 Minutes

It was **RESOLVED** to **RATIFY** the signed minutes of the Finance Committee Meeting held on 18th August 2021, which were **SIGNED** by the Chair of the Finance Committee, via Secured Signing on 24th August, in accordance with Standing Order 9(d), as a true record and published on the Parish Council's [website](#).

F/21/012 Public participation

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 Wednesday 3rd November

2021. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

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

F/21/013

Public loan & Lady Hope Playpark completion of works

Action:
Clerk

The Finance Committee **NOTED** the payment in instalments of Redlynch Leisure's invoice for the Lady Hope Playpark works.

Invoice total: £65,502.00 (Gross)

Payments

23.10.2021: £30,000

27.10.2021: £30,000

28.10.2021: £5,502.00

A VAT return for £10,917.00 will be made in December 2021.

The five-year loan repayment schedule was drafted by Cllr. Colmer as an internal *aide-memoire*.

F/21/014

Verification of bank reconciliations for Qtr. 2: July – September 2021

Actions:
Clerk & Cllr.
Bushell

The Finance Committee **NOTED** the bank statements, corresponding reconciliation statements, cash book and balance sheet for Quarter 2 and **RESOLVED** to **APPOINT** Cllr. **BUSHELL**, who is not a bank signatory, to sign the documents as verification via Secured Signing in accordance with Standing Order 9(d).

Members discussed the usefulness of the Parish Council's Deposit Account, which was set up some years ago due to the interest rate. Although the interest rate is significantly reduced the Committee **RESOLVED** to **KEEP** the **DEPOSIT ACCOUNT OPEN**.

F/21/015

To consider the 2021/22 Budget Forecast Comparison spreadsheet at Quarter 2

Actions:
Clerk

The Finance Committee **REVIEWED** the Budget Forecast Comparison spreadsheet at Quarter 2, which is appended to these [minutes at A](#) and **NOTED** the movements.

Please refer to column N 'Comments', which details any movement, highlighted in blue, against the correct line e.g., N20 indicates that the Publicity and Communications annual budget has been reduced by £200.

Some budgeted expenditure has been moved into either general or ring-fenced reserves where the annual budget is generous and/or the anticipated expenditure will now occur in 2022/23. By way of one example (N52) £1,500 has been moved to reserves from Events. The annual Events budget was £2,500; however, the Annual Assembly has taken place (£786 total expenditure) and there are no other events planned for this financial year. However, the Queen's Platinum Jubilee celebrations in 2022 will benefit from the additional £1,500 rolled-over budget.

The Community Reserve Fund (F122) and Village Maintenance (F123) ring-fenced reserves have been amended. For example, the Village Maintenance reserve has been reduced by £3,000 as much of the anticipated expenditure covered by this reserve has its own allocated budget e.g., playground repairs and maintenance (F67) and benches (F71). The Community Reserve Fund, which would cover any expenditure without a specified budget, has been increased by £1,000. These reserves will be further reviewed and consolidated when the 2022/23 budget is set.

Currently, as at 31st March 2022, excluding the Public Works Loan of £50,000, the Parish Council should end the current financial year with £19,872.74 (L142); including the loan the Parish Council's total projected end of year reserve position is £64,612.78 (L147). This represents a £30,000 improvement on the bottom line from the Quarter 1 review.

The Clerk will confirm the expenditure time limits for both CIL and New Homes Bonus grants.

The Clerk will confirm with WSCC the current and ongoing status of their Community Volunteer Scheme who are due to build the two bus shelters in Plaistow and Ifold. If the Community Volunteer Scheme has been disbanded due to unforeseen pressures, the Parish Council will need to consider the cost implications of buying 'off the shelf' wooden bus shelters, which are more expensive. This will impact the budget in 2022/23 for the bus stop refurbishment project (F77).

The Clerk will update the Committee regarding the use of income from the tennis court by the Youth Club and add to a future agenda of the full Council to consider the expenditure by the Parish Council towards the cleaning of the tennis court.

Members considered the full Council's expenditure resolutions as follows:

- i. Northern Parishes Meeting 'fighting fund' of £1,000 ([C/21/143e, 8th September](#)) - **RESOLVED** that it is not necessary to ring fence/ budget for this expenditure item. Currently there is no demand for this money by the Northern Parishes Meeting and it may not come to fruition.
- ii. Parish Online annual subscription cost of £70 ([C/21/148, 8th September](#)) will be specifically added to the annual subscription budget in 2022/23 (F18).
- iii. The Ifold Playpark lease budget of up to £740 ([C/21/164, 13th October](#)) can be met by the £1,500 allocated budget for the Ifold Playpark in 2021/22 (F80). £1,500 has been moved to reserves to be rolled over into the Ifold Playpark budget in 2022/23.
- iv. The Playpark litter bin ([C/21/165d, 13th October](#)) can be met by the annual Playground Repair and Maintenance budget (F67).

Members **AGREED** to **RECOMMEND** to full Council that the trees around the pond and the pond itself should be assessed due to Ash Die Back and general maintenance requirements.

F/21/016

Public Consultation Report

The Finance Committee **NOTED** the [Public Consultation Report](#) which is published on the website. Cllr. Bushell and the Clerk are working on a three-year project plan to aid future budgeting and prioritising for the Council. This document will be presented to the Committee and full Council in due course.

Actions:
Clerk & Cllr.
Bushell

F/21/017

Grants page on website

The Finance Committee **NOTED** the new [webpage](#) for Parish Council grant awards.

F/21/018

Items for inclusion on a future agenda

- Internal Controls Document.
- Terms of reference for the Finance Committee.
- Project plan.
- CIL and New Homes Bonus time limits.
- WSCC Community Volunteer Scheme and cost implications for the bus stop refurbishment project in 2022/23.

Actions:
Clerk

- Tennis court income and cleaning budget.

F/21/019

Meeting Dates

Thursday 6th January, 7:30pm Kelsey Hall, Ifold

Actions:

Clerk

There being no further business to discuss the Chair closed the meeting at 20:40