# SLAUGHAM PARISH COUNCIL

**Finance & Policy Meeting Agenda**

**Members are summoned to a Meeting to be held on**

**Monday 14th November 2022 at 6.30pm – The Sports Pavilion, High Street, Handcross**

***Sally Mclean - Clerk to the Council Email*** [***clerk@slaughampc.co.uk***](mailto:clerk@slaughampc.co.uk) ***Website:*** [***http://www.slaughampc.co.uk***](http://www.slaughampc.co.uk/)

**Press and Public are welcome to attend - *Public attendance at Parish Council meetings -*** *The Parish Council is an open and transparent local authority and encourages public attendance at meetings. However, the Council is maintaining COVID precautions. You should not attend a meeting in person if: -*

* *you have coronavirus symptoms: a high temperature, loss or change to sense of smell or taste, a new continuous cough.*
* *if you have tested positive for COVID-19 or are waiting for a test result.*

***Keeping us all safe****: When you attend the meeting, keep yourself and others safe by following the Government’s guidance at all times.*

**Present: Eric, David, Lorette, Jane**

**F11/01 Apologies for absence –** Michael Earle

**F11/02 Declarations of Interest:** None

**F11/03 Minutes of the meeting of Finance & Policy Committee** 13th June 2022

To receive and adopt the minutes. **Matters arising from the Minutes –** To note any matters arising from the minutes. Proposed Cllr MacNaughton, Second Cllr Prescott

**F11/04** Adjournment for questions from the public: The Committee is to consider whether to

adjourn the Meeting in accordance with Clause 1(d) of Standing Orders, in order to

receive questions from members of the public. None

**F11/05 Financial Monitoring Review Income / Expenditure Review 2020/21: To note the account records in accordance with the Financial Regulations of the Parish Council, as follows:** The Committee is asked to review the income and expenditure against budget 2020/21 to include reserves position and to consider and approve other financially related matters if necessary cc’d in advance

* + - * 1. *Ref:**Detailed Income & Expenditure by Budget Heading*
        2. *Ref:* *Income and Expenditure Account for Year Ended*
        3. *Ref:* *Summary Income & Expenditure by Budget Heading*
        4. *Ref Balance Sheet as at 31st March 2023*
        5. *Ref Trial Balance as at 31st March 2023*
        6. *Receipts 1st April 2022 – 1st November 2022*
        7. *Annual Budget By Cost Centre*

**F11/06 Projects 2022/24:** The Committee is asked to review expenditure in relation to projects coming forward against budget 2020/21 *to include S106 position.*

1. Sales Pavilion Woodgate – Members to consider acquisition proposal – Thakeham has approached the Parish Council with regard to acquiring the Pavilion and Green for the Parish in perpetuity:
2. Resource – Members to consider a new project that looks at Councils facilities and resource requirements with a view to future management strategies for the hall and Councils other assets.
   1. Members to consider draft job specification
3. Litter Picker - Due to imminent retirement members to consider job advert.
4. Land Disposal St Martins – Members to consider current budget
5. Village Enhancements – Members to consider current budget
6. Bench Project
7. Knapes Field

**F11/07 S106 Project Review 2022/23:** The Committee is asked to review developer contributions in relation to projects coming forward not covered in F11/06

**F11/08 Salary Review Brian Funnell / Brenda Rowe:** Members to consider salary review backdated to 1st April 2022

National Living Wage

Litter Pickers Ms B Rowe and Mr B Funnell

Ms B Rowe 5 hours pw

Mr B Funnell remains 2.5 hours pw

**F11/09 Clerk Pay Awards -**– Members to apply a pay award of £1950 for any ungraded staff. The pay award with be paid to staff on NJC and NALC grades.

**F11/10 Clerk Appraisal –** E02-22 / 2022-23 National Salary Award

**F11/11 External Auditor Report 2021/2022: To APPROVE the completed AGAR.** To note the signed ‘External Auditor Report and Certificate 2021/22

**F11/12 Finance Matters Payments and receipts** The Committee is asked to RESOLVE to approve the following:

**F11/13 Interim Budget Review – 2023/ 24 –**

**F11/14 Matters that members wish to raise for future discussion**

**Date of Next Meeting:**

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*Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council’s website or on request from the Parish Office*.