

STOWUPLAND PARISH COUNCIL

2 Broomspath Road, Stowupland, Suffolk, IP14 4DB
Tel: 01449 677005 Email: parishclerk@stowuplandpc.co.uk
Chairman: Councillor Sally Reeves Clerk: Mrs Claire Pizzey

**COUNCILLORS ARE SUMMONED and THE PUBLIC ARE INVITED TO ATTEND
A FINANCE AND POLICY COMMITTEE MEETING**
which is to be held in Stowupland URC Church, Church Road, Stowupland
on Thursday 20 April 2023 at 7.30pm

AGENDA

1. Apologies for Absence

To note any apologies for absence

2. Declarations of Interest

To receive any Councillors' Declarations of Local Non-Pecuniary Interests

3. Dispensations

To receive any requests for dispensations

4. Minutes

To approve the minutes of the meeting held on 2 March 2023 as a true record of the business conducted.

5. Matters of report

To review the matters arising from previous meetings and agree further action

6. Public Forum

To note any questions from members of the public

7. Budget to actual

To review the budget to actual figures for the year ending 31st March 2023 for sign off by the Parish Council at the meeting of 11th May 2023

8. Statement of Account

To review the Statement of account for the year ending 31st March 2023 for sign off by the Parish Council at the meeting of 11th May 2023

9. Statement of Reserves

1. To review the Statement of Reserve for the year ending 31st March 2023 for sign off by the Parish Council at the meeting of 11th May 2023
2. To agree to dissolve the following earmarked reserves
 - a. Operation London Bridge £130
 - b. Queens Platinum Jubilee £123.01
 - c. Village Maintenance £110.00

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10. Asset Register

To review the asset register for the year ending 31st March 2023 for sign off by the Parish Council at the meeting of 11th May 2023

11. Bank Reconciliation

To review the Bank Reconciliation for the year ending 31st March 2023 for sign off by the Parish Council at the meeting of 11th May 2023

12. Annual Return

To review the annual return figures for the year ending 31st March 2023 for sign off by the Parish Council at the meeting of 11th May 2023

13. CIL report

To review the Neighbourhood CIL Expenditure Report 2022-23 for sign off by the Parish Council at the meeting of 11th May 2023

14. Bank Mandate

To note that the Bank Mandate has been reviewed and to approve unchanged for 2022-23

Bank Mandate - 31.03.2023		
Barclays		
Signatories on Account:	On-line Authorise:	Transfer funds between Bank Accounts:
Claire Pizzey	Claire Pizzey	Claire Pizzey
Laura Beeson	Laura Beeson	Laura Johnson
Ray Studd	Laura Johnson	Ray Studd
Laura Johnson	Ray Studd	
Nationwide		
Signatories on Account:		
Claire Pizzey		
Ray Studd		
Laura Johnson		

15. Policies and Procedure Review 2023

- To note that the following policies have been reviewed and to approve unchanged as no updates are required

	Version	Adopted	Reviewed	
Governance: These are only amended when guidance come from NALC				
Code of Conduct	1.0	05.05.2022	CP	15.03.23
Financial Regulations	1.4	20.08.2021	CP	15.03.23
Standing Orders	1.6	20.08.2020	CP	15.03.23
Employment Policies:				
Dignity at Work	1.0	12.06.2014	LJ	06.04.23

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Disciplinary policy	1.0	08.10.2015	LJ	06.04.23
Employee Privacy Notice	1.0	14.08.2018	LJ	06.04.23
Grievance Policy	1.0	12.06.2014	LJ	06.04.23
Health & Safety Policy	1.0	10.04.2014	LJ	06.04.23
Sickness Absence Policy	1.0	10.04.2014	LJ	06.04.23
Training and Development	1.1	08.03.2018	LJ	06.04.23
Policies:				
Banking Policy	1.2	04.08.22	RS	03.03.23
Cemetery Policy	1.4	05.01.23	RS	03.03.23
Equality Statement	1.0	10.04.2014	RS	03.03.23
Grant Policy	1.1	12.04.2018	RS	03.03.23
Green Policy	1.0	14.11.2019	RS	03.03.23
Media Policy	1.0	13.08.2015	RS	03.03.23
Noticeboard Policy	1.1			
Safeguarding Policy	1.0	13.12.2018	RS	03.03.23
Social Media Policy	1.0	20.08.2020	RS	03.03.23
Volunteer Policy	1.0	08.03.2018	RS	03.03.23
GDPR:				
Consent Form	1.0	14.08.2018	JH	06.04.23
Data Protection Policy	1.0	14.06.2018	JH	06.04.23
Document and Electronic data policy	1.0	09.08.2018	JH	06.04.23
Lawful basis for processing Data	1.0	08.04.2021	JH	06.04.23
Privacy Notice	1.0	14.08.2018	JH	06.04.23
Security Incident Response Policy	1.0	18.08.2019	JH	06.04.23
Subject Access Request Procedure	1.0	11.10.2018	JH	06.04.23
Subject Access Request Policy	1.0	11.10.2018	JH	06.04.23
Other:				
PIIP Procedure	1.1	08.03.2018	LB	
Pre-Planning Protocol	1.0	08.06.2017	LB	
Reporting at meetings	1.0	11.12.2015	LB	

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2. To agree to adopt the following amendments to policies

a. Noticeboard Policy V1.1

16. General Data Protection Regulation Audit

To note that the 2022-23 audit was completed

17. Any other business

Claire Pizzev

Claire Pizzev | Clerk & RFO to the Council

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