

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 URC, Church Hall, Church Road, Stowupland
on Thursday 28 April 2022 at 7.30pm

AGENDA

22 April 2022

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 24th February 2022 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 2022 for sign off by the Parish Council at the meeting of 5th May 2022

8. Statement of Account

To review the Statement of account for the year ending 31st March 2022 for sign off by the Parish Council at the meeting of 5th May 2022

9. Statement of Reserves

To review the Statement of Reserve for the year ending 31st March 2022 for the sign off by the Parish Council at the meeting of 5th May 2022

10. Asset Register

To review the asset register for the year ending 31st March 2022 for sign off by the Parish Council at the meeting of 5th May 2022

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11. Bank Reconciliation

To review the Bank Reconciliation for the year ending 31st March 2022 for sign off by the Parish Council at the meeting of 5th May 2022

12. Annual Return

To review the annual return figures for the year ending 31st March 2022 and explanation of variances for sign off by the Parish Council at the meeting of 5th May 2022

13. CIL report

To review the Neighbourhood CIL Expenditure Report 2021-22 for sign off by the Parish Council at the meeting of 5th May 2022

14. Bank Mandate

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

Bank Mandate		
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	

15. Policies and Procedure Review 2022

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

	Version	Adopted	Councillor	Reviewed
Governance:				
Code of Conduct	1.0	01.07.2014	JH	20.04.22
Financial Regulations	1.4	12.08.2021	LB	
Standing Orders	1.6	20.08.2020	JH	20.04.22
Employment Policies:				
Dignity at Work	1.0	12.06.2014	JH	20.04.22
Disciplinary policy	1.0	08.10.2015	JH	20.04.22
Employee Privacy Notice	1.0	14.08.2018	JH	20.04.22
Grievance Policy	1.0	12.06.2014	JH	20.04.22
Health & Safety Policy	1.0	10.04.2014	JH	20.04.22
Sickness Absence Policy	1.0	10.04.2014	JH	20.04.22
Training and Development	1.1	08.03.2018	JH	20.04.22

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Policies:				
Banking Policy	1.1	12.12.2019	LB	
Cemetery Policy	1.3	13.12.2018	SR	20.04.22
Equality Statement	1.0	10.04.2014	RS	20.04.22
Greens Policy	1.0	14.11.2019	LB	
Grant Policy	1.0	12.04.2018	RS	20.04.22
Media Policy	1.0	13.08.2015	LJ	07.04.22
Noticeboard Policy	1.0	14.06.2018	LJ	07.04.22
Safeguarding Policy	1.0	13.12.2018	CP	16.03.22
Social Media Policy	1.0	20.08.2020	LJ	07.04.22
Volunteer Policy	1.0	08.03.2018	LB	
GDPR:				
Consent Form	1.0	14.08.2018	CP	16.03.22
Data Protection Policy	1.0	14.06.2018	RS	
Document and Electronic data policy	1.0	09.08.2018	RS	20.04.22
Lawful basis for processing Data	1.0	08.04.2021	CP	16.03.22
Privacy Notice	1.0	14.08.2018	CP	16.03.22
Security Incident Response Policy	1.0	18.08.2019	CP	16.03.22
Subject Access Request Procedure	1.0	11.10.2018	CP	16.03.22
Subject Access Request Policy	1.0	11.10.2018	CP	16.03.22
Other:				
PIIP Procedure	1.1	08.03.2018	RS	20.04.22
Pre-Planning Protocol	1.0	08.06.2017	RS	20.04.22
Reporting at meetings	1.0	11.12.2015	CP	16.03.22

2. To review the Website Accessibility Policy V1.1 for adoption by the Parish Council at the meeting of 5th May 2022

16. General Data Protection Regulation Audit

To note that the 2021-22 audit was completed

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17. Any other business

Councillors to report any issues arising

18. Date of next meeting

To note the date of the next meeting Thursday 28 July 2022

Claire Pizzey

Claire Pizzey | Clerk & RFO to the Council

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