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**Minutes of the  
Finance, Administration & Policy WORKING GROUP  
Of Campbell Park Parish Council  
held on Tuesday 5th April 2022  
Commencing at 6.30 p.m.**

**This meeting will be held online through Microsoft Teams**

**WG/43/21 Members Present**

Cllr T Baines  
Cllr R Golding  
Cllr B Greenwood  
Cllr D Kendrick  
Cllr K Kent  
Cllr D Reynolds

**In Attendance**

L Bradley, Responsible Financial Officer

**WG/44/21 Apologies for Absence**

None

**WG/45/21 Declarations of Interest**

None

**WG/46/21 Members of the Public Present**

None

**WG/47/21 Minutes of the Previous Meetings**

The working group approved the minutes of the Finance, Administration & Policy Working Group held on Tuesday 1<sup>st</sup> February 2022.

**WG/48/21 Public Involvement – Deputations, Petitions and Questions**

None

**WG/49/21 Year End Accounts, Annual Return and Audit Report**

The working group noted that subject to them being completed, the Year End Accounts, Annual Return and the Audit Report will all go directly to the May main meeting of Council.

**WG/50/21 Section 137 Increase 2022-23**

The working group noted the revised Section 137 expenditure limit of £8.82 (per elector) for 2022-23.

**WG/51/21 Signatory changes on Parish Banking**

The working group noted that Cllr David Pafford has asked to be removed as a signatory on the Unity Trust Bank account and the CCLA as he is no longer a member of the Finance, Administration & Policy Working Group. The working group resolved to recommend to Council that Cllr Karl Kavarana be added as a signatory in his place.

**WG/52/21 Elavon Card Machine**

The working group noted that our application has now been accepted. The Responsible Financial Officer has been advised by Elavon to wait for the account to be fully opened before we give our one months' notice to leave Worldpay.

**WG/53/21 Credit Card Arrangements**

The working group considered requesting a further credit card from Unity Trust Bank for the Deputy Clerk on completion of her probationary period. The working group instructed the Responsible Financial Officer to start the process to obtain the credit card for the Deputy Clerk.

**WG/54/21 2023/24 Parish Council Budget/Precept Level Consultation**

The working group resolved to recommend to Council that the letter for the 2023/24 Parish Council Budget/Precept Level Consultation, be sent out by 13/6/22 with a return date of 1/8/22.

**WG/55/21 Committee Terms of Reference**

The working group reviewed its Terms of Reference prior to the Annual Meeting of Council in May 2022 – with no amendments.

**WG/56/21 Committee Policies Review**

The working group reviewed the following policies prior the Annual Meeting of Council in May 2022.

- i. Financial Regulation – No change
- ii. Investment Strategy – No change
- iii. Data Protection & Privacy Policy – No change
- iv. Member Conduct Protocol – No change
- v. Councillors Introduction/Induction – No change
- vi. Training Strategy (Members) – No change
- vii. Freedom of Information – No change

**WG/57/21 Parish Council Standing Order Review**

The working group reviewed the Parish Council Standing Orders prior to the Annual Meeting of Council in May 2022 – with no amendments.

**WG/58/21 Income & Expenditure Report to 28<sup>th</sup> February 2022**

The working group noted the Income and Expenditure report as 28<sup>th</sup> February 2022.

**WG/59/21 Balance Sheet to 28<sup>th</sup> February 2022.**

The working group noted the Balance Sheet as of 28<sup>th</sup> February 2022.

**WG/60/21 BACS and Direct Debit Payments to 28<sup>th</sup> February 2022**

The working group noted the schedule of payments made to the 28<sup>th</sup> February 2022. This schedule is for information only.

**WG/61/21 Date of Next Meeting**

The next meeting will be held on Tuesday 3<sup>rd</sup> May 2022.

After noting the date of the next meeting, the working group discussed and resolved to start the meeting in May, and any subsequent meetings at 7.00pm.