

**The minutes of the  
Finance, Administration & Policy WORKING GROUP  
Of Campbell Park Parish Council  
held on Tuesday 5<sup>th</sup> July 2022  
Commencing at 7.00 p.m.**

**This meeting was held online through Microsoft Teams**

**The meeting was open to the Public**

**WG/01/22 Members Present**

Cllr T Baines  
Cllr R Golding  
Cllr J Howard  
Cllr T Fraser  
Cllr K Kent  
Cllr D Kendrick  
Cllr D Reynolds

**In Attendance**

P Sullivan, Deputy Clerk to Council

**WG/02/22 Apologies for Absence**

None

**WG/03/22 Declarations of Interest**

None

**WG/04/22 Members of the Public Present**

None

**WG/05/22 Minutes of the Previous Meetings**

The working group approved the minutes of the Finance, Administration & Policy Working Group held on Tuesday 3<sup>rd</sup> May 2022.

**WG/06/22 Election of Vice Chairperson**

The Working Group agreed that a Vice Chairperson would be appointed on a 'as necessary' basis should the Chair be unavailable.

**WG/07/22 Appointment of Lead Member(s)/Champion(s)**

The Working Group appointed Cllr Reynolds as Lead Member until May 2023.

**WG/08/22 Public Involvement – Deputations, Petitions and Questions**

None

**WG/09/22 Report from the Responsible Financial Officer regarding quarterly meetings of the Finance, Administration and Policy Working Group**

The Working Group received a report from the Responsible Financial Officer regarding changing to quarterly meeting of the Finance, Administration and Policy Working Group. The Working Group resolved to meet quarterly unless a matter arose whereby, they would schedule and attend an additional meeting.

**WG/10/22 Projects – Committee Budget 2023/4, 2024/5, 2025/6, 2026/7, 2027/8\*\***

The Working Group noted that project proposals for the next five years need to be submitted by the end of October 2022. All project proposals must comply with the Project Policy, be detailed on a Project Request Form (including full costings and breakdown of expenditure).

In the first instance complete project proposals will be considered at the September Working Group meeting.

\*\*Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.

Committee may wish to refer to the NALC Points of Light 2020 publication for ideas. <https://www.nalc.gov.uk/library/publications/3266-point-of-light-2020/file>

**WG/11/22 Income and Expenditure Report to 31<sup>st</sup> May 2022**

The Working Group noted the Income and Expenditure report as at 31<sup>st</sup> May 2022.

**WG/12/22 Balance Sheet to 31<sup>st</sup> May 2022**

The Working Group noted the Balance Sheet as of 31<sup>st</sup> May 2022.

**WG/13/22 BACS and Direct Debit Payments to 31<sup>st</sup> May 2022**

The Working Group noted the schedule of payments made to the 31<sup>st</sup> May 2022. The schedule is for information only.

**WG/14/22 Date of Next Meeting**

The next meeting will be held on Tuesday 6<sup>th</sup> September 2022.