

**The minutes of the
Finance, Administration & Policy Committee
Of Campbell Park Parish Council
held on Tuesday 6th September 2022
At The Oldbrook Centre, Oldbrook Boulevard, Oldbrook
Commencing at 7.00 p.m.**

01/22 Members Present

Cllr D Reynolds (Chair)
Cllr J Howard
Cllr T Fraser
Cllr K Kent
Cllr D Kendrick

In Attendance

L Bradley, Responsible Financial Officer

Cllr D Pafford

02/22 Apologies for Absence

Cllr R Golding

03/22 Declarations of Interest

Cllr D Reynolds resigned as lead member. Election of new lead member to be added to the agenda for December 2022.

04/22 Members of the Public Present

None

05/22 Minutes of the Previous Meeting

The committee approved the minutes of the Finance, Administration & Policy Working Group held on Tuesday 5th July 2022.

06/22 Public Involvement – Deputations, Petitions and Questions

Cllr Pafford asked a question regarding the new play area at Woolstone which will now be forwarded to the Community, Social and Wellbeing Committee.

- 07/22 Parish Council Risk Assessment Review 2022-23**
Committee reviewed the updated Risk Assessment for 22/23.
Completed assessment to be forwarded to Council for ratification.
- 08/22 Smaller Authorities Audit Appointments (SAAA) 2022 Audit Opt-out Communication**
Committee reviewed the communication from the SAAA and the recommendation from The County Officer and resolved to recommend to Council that it remains in the SAAA scheme for the next 5 years.
- 09/22 Parish Council Insurance Renewal**
Committee noted that in 2021 Council elected to employ the services of Zurich for a 3-year period. The renewal cost to be report to Committee at the next meeting.
- 10/22 Agricultural Vehicle Insurance Renewal**
Committee noted that the Agricultural Vehicle Insurance was renewed in July 2022 at a cost of £3395.70 excluding IPT.
- 11/22 Budget Requests**
Committee noted that the budget request forms deadline is 31st October 2022.
- 12/22 Publication of Member Attendance** (Communications Draft Minute WG/20/22 & Draft Council Minute 75/22bi)
Further to the matter being considered by the Communication Working Group and Council, Committee noted the Council referral that it considers an appropriate approach for reporting Member attendance at meetings. As it was deemed not to be in the Terms of Reference the matter is to be referred back to Council.
- 13/22 Times of Future Meetings**
Committee resolved to continue to meet at 7.00 p.m. for all future meetings.
- 14/22 Income and Expenditure Report to 31st July 2022**
Committee noted the Income and Expenditure report as at 31st July 2022.
- 15/22 Balance Sheet to 31st July 2022**
Committee noted the Balance Sheet as of 31st July 2022.
- 16/22 BACS and Direct Debit Payments to 31st July 2022**
Committee noted the schedule of payments made to the 31st July 2022. The schedule is for information only.
- 17/22 Date of Next Meeting**
The next meeting will be held on Tuesday 6th December 2022.